Pyramid TimeTrax

EZ / BIO / PC

Time and Attendance System

SOFTWARE REFERENCE GUIDE

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END-USER LICENSE AGREEMENT FOR TIMETRAX TIME RECORDER & SOFTWARE MANAGER

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Pyramid Technologies, LLC
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www.ptitime.com

Time Keeping Made Simple

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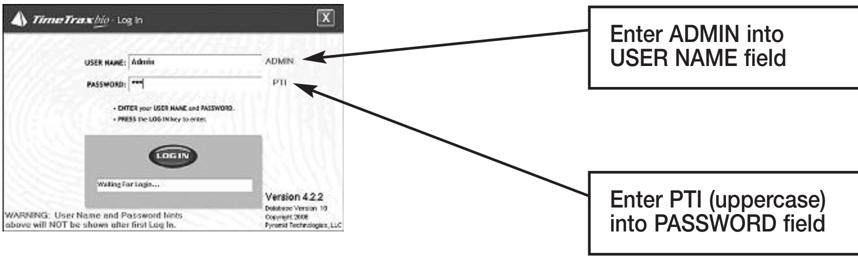
LOG IN WINDOW

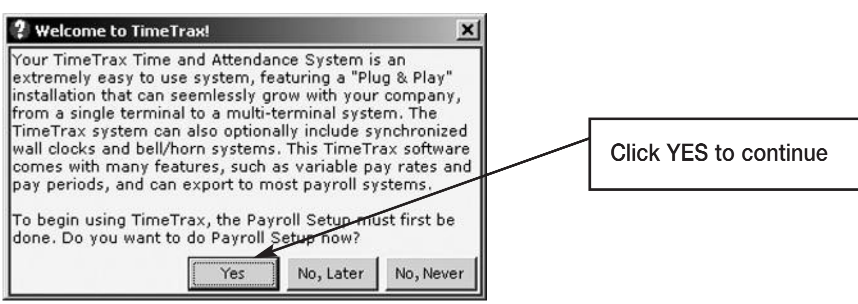
When the program is launched, you are presented with the **Log In Form.**



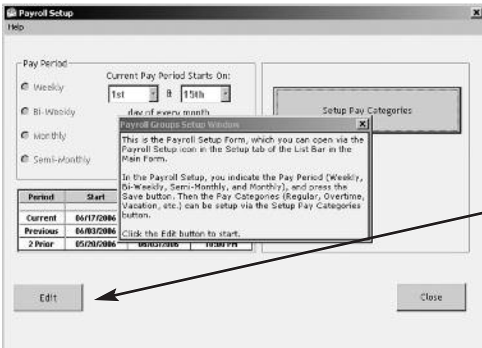
INITIAL COMMUNICATION FORM

After you successfully log in, the system initializes communications with the time recorder attached to the PC. When this is successfully accomplished, you will see **Recorder Found**.

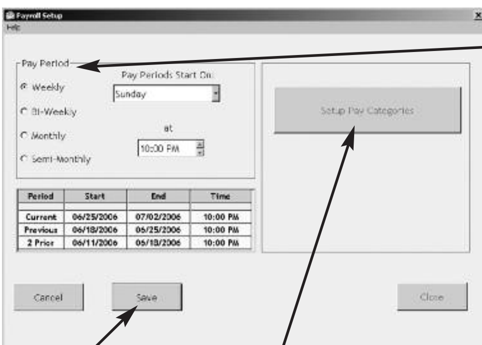
TIMETRAX SETUP WIZARD



PAYROLL SETUP



Click the EDIT button to start



Select your Pay Period.
Note: Hourly employees paid on a Monthly and Semi-Monthly basis could accrue overtime in one Pay Period that is applied to the next.

Select the day that your Pay Period starts on.

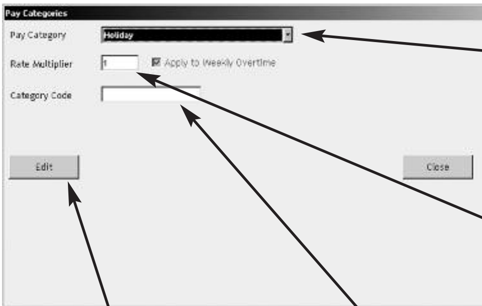
Select the time to begin the new Pay Period.
The time selected should be after the last out-punch of the previous pay period and before the first in-punch of the current pay period.

Click SAVE to continue

Once saved, click on SETUP PAY CATEGORIES

PAY CATEGORIES SETUP

Pay categories are classifications of employee hours. Click EDIT to begin.



PAY CATEGORY: Predefined classifications of employee hours. (Holiday, Other, Overtime 1.5, Overtime 2, Regular, Sick, Vacation)

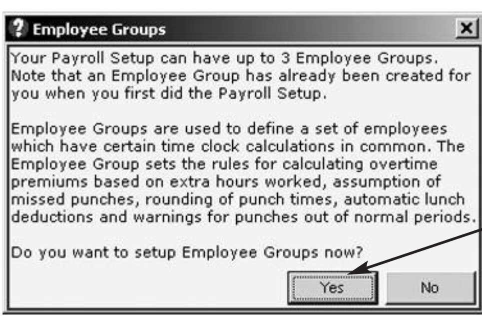
RATE MULTIPLIER: The rate at which the Pay Category is paid; i.e., Holiday would be rate multiplier 1 if the employee is paid regular rate for the day. If you choose to pay time and a half, the rate multiplier is 1.5.

APPLY TO WEEKLY OVERTIME: Check box if category hours can accrue towards overtime.

EDIT allows access to the screen for editing purposes. It also doubles as SAVE. When your selections are complete, click Close to continue.

CATEGORY CODE: Provided by the payroll company if you are using one. Ensures proper transfer of information from the pay category in Time-Trax EZ to your payroll service provider.

EMPLOYEE GROUPS SETUP



Click YES to continue

Click EDIT to start.

DAILY OVERTIME: Choose how it is paid and after how many hours.

WEEKLY OVERTIME: Choose how it is paid and after how many hours.

MONTHLY/SEMI-MONTHLY PAY PERIODS ONLY: Must select the day and time that the workweek begins to calculate overtime correctly.

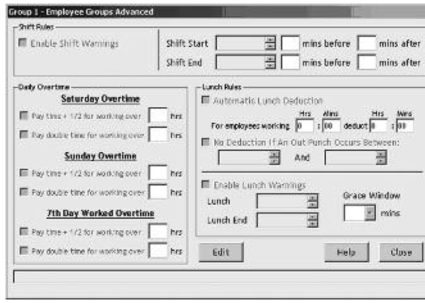
Max Hours Before Missed Punch Assumed: The maximum number of hours an employee can work without punching before the system assumes the employee forgot to punch out.

Pay Interval Round: Click Enable if you wish to use Pay Interval Rounding. Divides each clock hour into intervals of 5, 6, 10, or 15 minutes. The software automatically edits the punch time so that it is set to the start of the interval that contains the actual time. For example, at 5-minute intervals, 7:02 AM becomes 7:00 AM and 7:07 AM becomes 7:05 AM. Leave box unchecked for no Pay Interval Rounding.

Filter-Out Punches Closer Than: This will eliminate duplicate punches within a user definable time; i.e., If an employee goes to the time clock and punches their badge, forgets that they punched it, and punches again, this filter will automatically eliminate the second punch if it is within the filter time defined. Pyramid recommends using 90-seconds.

ADVANCED EMPLOYEE GROUPS SETUP

Employee Groups Advanced can be used when the standard Employee Groups is not sufficient for an organization.



Shift Warnings: Allows the employee to punch at any time, but will generate a warning when an employee punches outside of the defined shift. The user can define the warning based on minutes before or after the shift starts or ends.

Saturday Overtime: Allows the employer to specify whether or not Saturday is automatically overtime regardless of the number of hours worked during the regular pay period.

Sunday Overtime: Allows the employer to specify whether or not Sunday is automatically overtime regardless of the number of hours worked during the regular pay period.

7th Day Worked Overtime: Allows the employer to specify whether or not an employee who works 7 consecutive days is eligible for overtime regardless of hours worked during the regular pay period.

Lunch Rules: Allows the employer to specify whether an employee must punch out or have lunches automatically deducted or any combination of both. You can choose both ***Automatic Lunch Deductions*** and ***No Deductions***, if the employees within your Employee Group will perform multiple activities where they may not be able to consistently punch.

Enable Lunch Warnings: Allows the employee to punch at any time, but will generate a warning when an employee punches outside of the defined lunch. The user can define the warning based on minutes before or after the lunch starts or ends.

Grace Window: The number of minutes that the employer will allow before a warning is generated for lunch punches.

BEFORE YOU ENTER NEW EMPLOYEES IN TIMETRAX

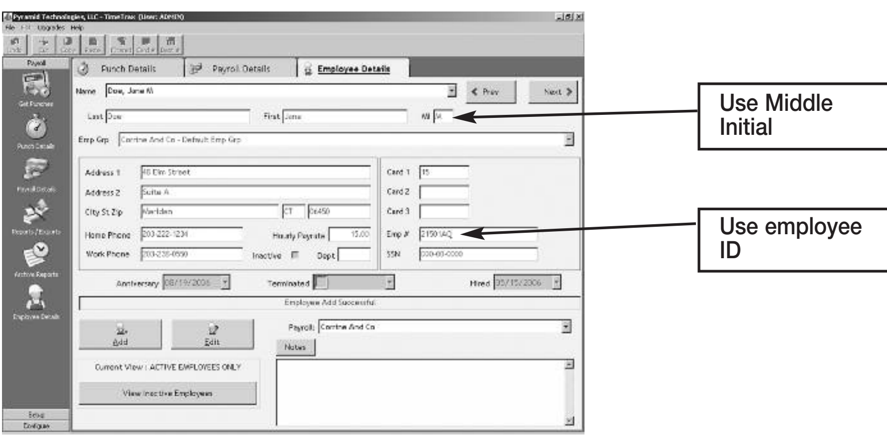
Duplicate employee records can impact data integrity. In order to avoid duplicates please adhere to the following rules:

- Always enter unique employee ID numbers.
- If two or more employees have identical first and last names, enter a unique middle initial.

There are three ways duplicate records are created:

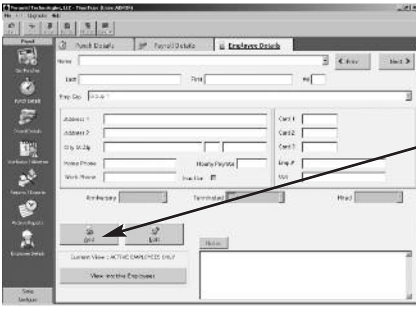
1. A TimeTrax employee record has previously been set to inactive, and the user, unaware of the already existing record, attempts to add the same employee as new.
2. The user erroneously adds and saves the same employee names more then once.
3. In the case of moving an employee from one payroll setup to another, establishing a duplicate record may be necessary.

In any case, TimeTrax will display error messages and it is up to the user to take appropriate action. In case of an inactive record, the employee record should either be re-activated or the inactive record should be deleted before the new record is added.

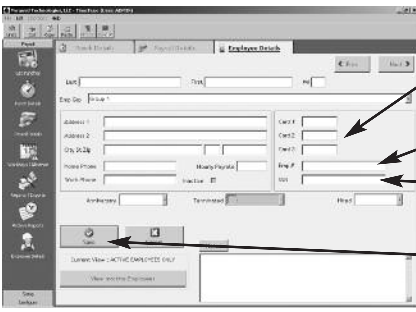


EMPLOYEE DETAILS SETUP

This section is where individual employee information is stored. (For QuickBooks users, please see the section on Importing Employees from QuickBooks)



Click ADD to continue



CARD 1, 2, 3: TimeTrax allows up to 3 different card numbers to be assigned to each employee. Card 1 is a required field.

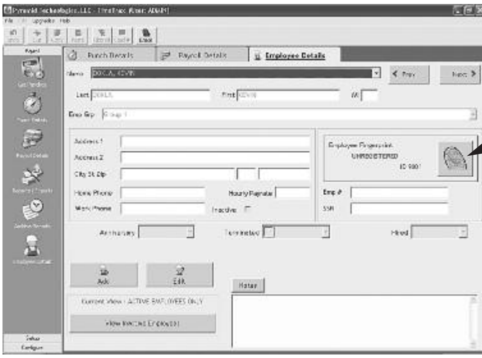
ENTER EMP#: Pyramid strongly recommends entering a unique employee ID for each employee in TimeTrax.

ENTER SSN: Employee Social Security Number.

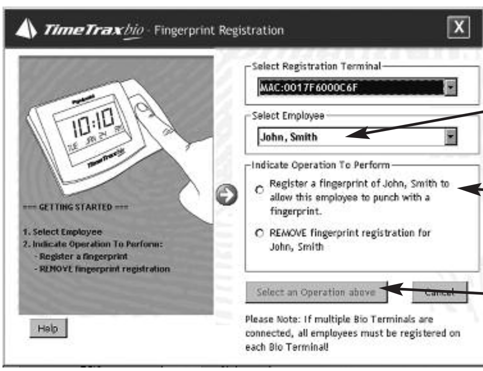
BE SURE TO SAVE EACH EMPLOYEE RECORD.

Last: Enter Last Name ***(required field)***
First: Enter First Name ***(required field)***
MI: Enter Middle Initial
Employee Group: Assign the employee to the Employee Group he/she belongs to.
Address 1: Enter Street Address
Address 2: Enter Alternate Street Address
City/St/Zip: Enter City, State and Zip Code
Home Phone: Enter Home Phone
Work Phone: Enter Work Phone
Hourly Pay Rate: Enter Hourly Pay Rate
Inactive: Check box if employee terminates employment. (To view inactive employees, click VIEW INACTIVE EMPLOYEES on the bottom left side of the screen.)
Anniversary: The date that benefits commence
Terminated: The date the employee terminates employment
Hired: The date the employee was hired
Notes: Enter any pertinent employee data. To show/hide Employee Notes, select FILE – *Show Employee Notes from the top menu bar*.

FINGERPRINT REGISTRATION FOR TIMETRAX BIO ONLY



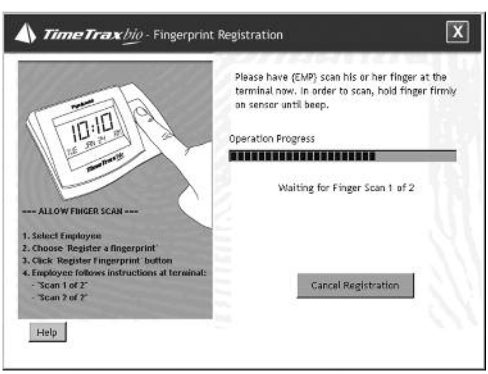
Select thumb print icon to register empoyee fingerprint.



Select employee to register

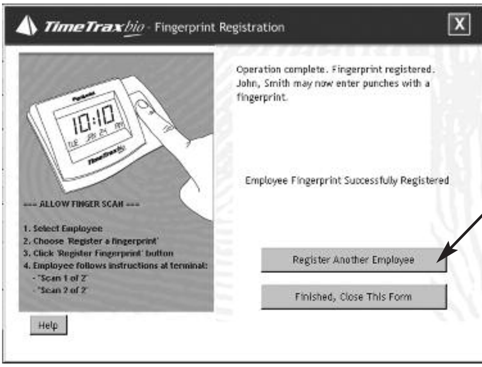
Select to add new fingerprint

Select Register Fingerprint

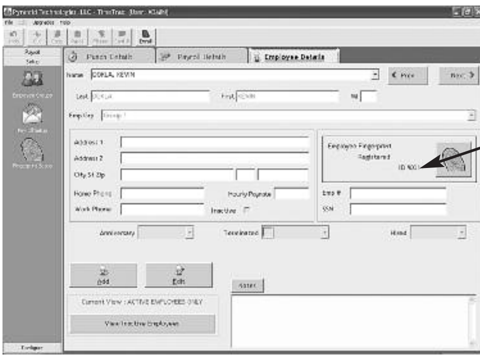


Have employee swipe finger for the 1st capture of fingerprint. The terminal will say, “Scan 1 of 2”. Have the employee swipe finger for a 2nd time with the same finger when the terminal says, “Scan 2 of 2”. This is done for verification and confirmation.

Note: Only 1 fingerprint can be stored per employee.



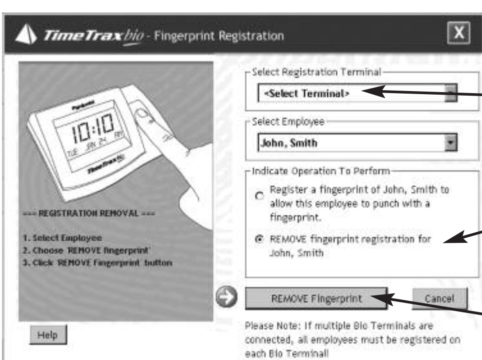
Pyramid highly recommends setting up each employee on the Employee Details Tab first and then go back and enroll each employee's fingerprint.



Employee fingerprint ID# is posted here and will also be displayed on the terminal LCD display during employee punch.

TO DELETE FINGERPRINT

To delete a fingerprint, from the Employees Detail Screen, select the employee name whose fingerprint you want to delete from the drop down box. Select the thumb print icon, and it will bring you to the Fingerprint Registration Screen.



Select Employee to be removed

Select REMOVE fingerprint

Click REMOVE fingerprint

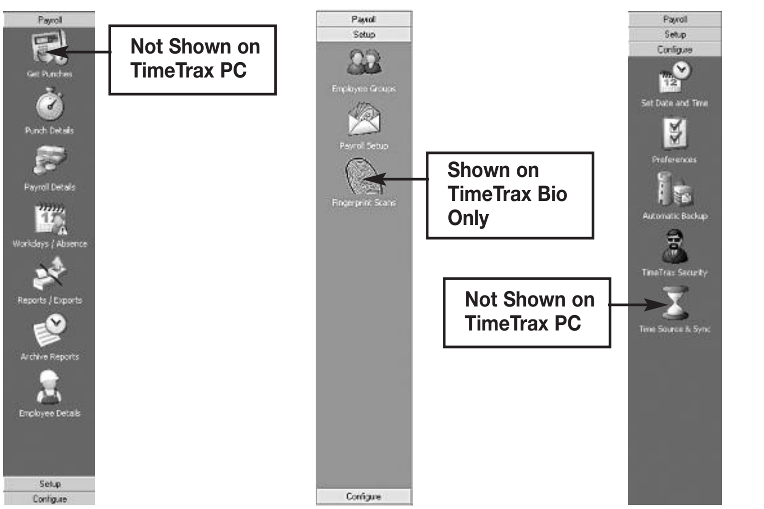
TO CHANGE/ENROLL FINGERPRINT

Delete the fingerprint from the Employees Detail Screen by selecting the employee name whose fingerprint you want to delete from the drop down box. Select the thumb print icon and it will bring you to the Fingerprint Registration Screen. From the Fingerprint Registration Screen, select the employee to be removed from the drop down box, Select REMOVE.

Re-enroll the employee by making sure the correct employee appears in the Select Employee drop down box and Selecting REGISTER a fingerprint. Have the employee re-swipe according to the Employee Details Setup section of this manual.

Note: Any changes to the employee name in the software will result in the employee having to re-enroll their fingerprint.

VERTICAL ICON BAR



PAYROLL TAB:
The working Vertical Icon Bar where daily transactions occur.

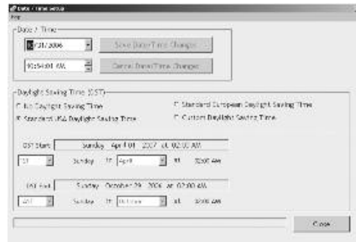
SETUP TAB:
Operational setup handled initially through the wizard.

CONFIGURE TAB:
Normal one time setup for systems administration.

These Icons can also be seen on the top menu bar by selecting FILE – *Show More Menus.*

CONFIGURE TAB

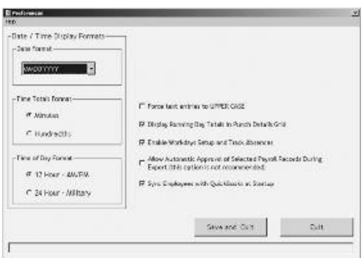
DATE/TIME SETUP



This is the screen in which you will make any adjustments necessary to the date and time, as well as Daylight Savings Time settings. ***Note: Daylight Savings Time is based on 2007 law. (Screen not shown on TimeTrax PC)***

PREFERENCES

This is the screen in which you will define the preferences for your system settings. Click SAVE and EXIT button when completed.



DATE FORMAT: The format in which you want the date displayed in the software as well as on reports.

TIME TOTALS FORMAT: The format in which you want the times displayed in the software as well as on reports.

TIME OF DAY FORMAT: The format in which you want the hours displayed in the software as well as on reports.

FORCE TEXT TO UPPERCASE: Select this option if you want all text entries to be UPPERCASE.

SYNC EMPLOYEES WITH QUICKBOOKS AT STARTUP: Select this option if you want TimeTrax and QuickBooks to attempt to sync employee records each time the software opens. This option will only appear if QuickBooks is installed on the same computer.

DISPLAY RUNNING TOTALS IN PUNCH DETAILS GRID: Select this option if you want to see cumulative totals in the Punch Details Window.

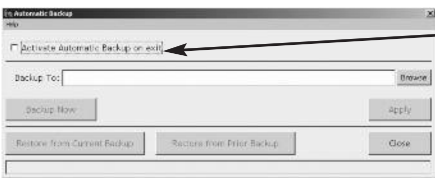
ENABLE WORKDAYS SETUP AND TRACK ABSENCES: Select this option if you want to have Set Workdays setup and Absences reported. Selecting this option will open the feature and the associated icon can be accessed from the Payroll Tab on the vertical icon bar.

ALLOW AUTOMATIC APPROVAL OF SELECTED PAYROLL RECORDS DURING EXPORT: Select this option if you want to have payroll records automatically approved during exports.
NOTE: Pyramid does not recommend this option.

AUTOMATIC BACKUP

This screen allows you to select the location that you want to store your system backup. The backup is stored in a folder named PYRAMID. The critical files for restoring your system are Pyramid.mdb, Pyrarchive.mdb, Pyrexport.mdb, PryPolmd.mdb and Pyramid.ini. This is your main backup and the data updates with each backup action.

In addition, TimeTrax will create a separate zip file archive on the first of every month, beginning with the first of the month following the complete installation of the software or any time the BACKUP NOW button is selected. These zip files are stored in the same location that you chose to store your normal backup of the Pyramid Folder and can be accessed or restored.



ACTIVATE AUTOMATIC BACKUP: Select this option to turn on automatic backups.

BROWSE: Click this button to find the location where you would like to store the backups. ***NOTE: This can be on a network drive.***

BACKUP NOW: Immediate Backup.

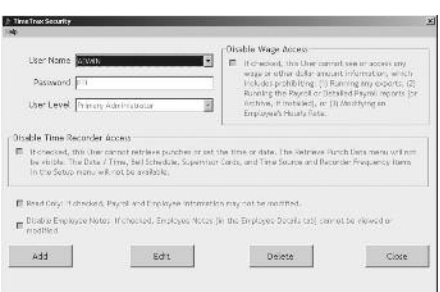
APPLY: Click after screen changes.

RESTORE FROM CURRENT BACKUP: Restores system database from the backup you just created.

RESTORE FROM PRIOR BACKUP: Restores system database from a backup previously created.

TIMETRAX SECURITY

This is the screen in which you will set User Names and Passwords, as well as security for anyone that logs into the TimeTrax Software. The number of users is unlimited. ***Note: Pyramid strongly recommends you create a user name and password immediately for data security.***



USER NAME: Enter the desired login name.

PASSWORD: Enter the desired password for this user.

USER LEVEL: Enter the desired User Level. (Levels are explained below.)

DISABLE WAGE ACCESS: Select this option if you do not want this user to be able to view or change any wage information.

READ ONLY: Select this option if you only want to give this user READ ONLY access to the database.

DISABLE EMPLOYEE NOTES: Select this option if you do not want this user to have access to the notes information in the Employee Details Screen.

USER LEVELS

Restricted: These users can only access the following: Punch Details, Payroll Details, Employee Details, Assert Global Pay, Viewing Options, Date Time Setup Form, Reports/Exports, and Retrieve Punch Data.

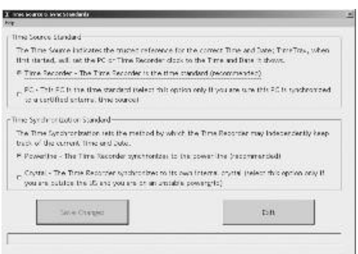
Regular: These users can access all of the Restricted Users areas and the following: Supervisor Functions, Preferences, Backups, and Archive Reports, Bell Schedule and Department Codes (optional feature).

Super: These users can access all of the Restricted and Regular Users areas and the following: Payroll Groups, Employee Groups, and Time Source and Sync Standards, Upgrade Capability.

Primary Administrator: This is the highest level in the Security chain, with access to all TimeTrax functions. It is the only level capable of creating and managing user accounts through the System Users and Passwords screen. Only one Primary Administrator user is allowed, and while the USERNAME and PASSWORD can be edited, the account can never be deleted.

TIME SOURCE & SYNC STANDARDS FOR TIMETRAX BIO & EZ ONLY

It is not necessary to make any changes on this screen.



TIME SOURCE STANDARD: By default Time Recorder is the most reliable option for time keeping. You can change the default to PC if you choose, however, PCs experience fluctuation by gaining and losing time.

TIME SYNCHRONIZATION STANDARD: By default Powerline is the most reliable option for time keeping. You can change the default to Crystal if you choose, however, internal crystals experience fluctuation by gaining and losing time.

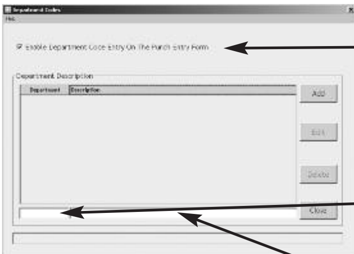
SYNC BUTTON: In the event that the PC and time recorders lose time, clicking the Synch button will send a correction to each TimeTrax terminal synchronizing it with the time on the PC.

SETUP TAB

Employee Groups and Payroll Setup is addressed in initial TimeTrax Setup Wizard.

DEPARTMENT CODE OPTION FOR TIMETRAX PC ONLY

This function allws employees to change Departments or Jobs throughtout the course of a workday. Department transfers could be used when an employer wants to capture time by job and employee vs. employee alone. This is an optional feature and is not required to run TimeTrax PC.



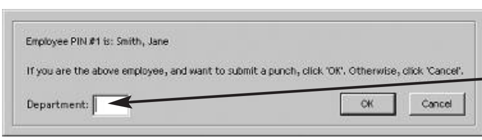
You must first check the Enable Department Codes box to activate the features.

Click ADD to begin adding Departments/ jobs.

Enter Department/Job Number

Enter Description

Note: You must click on SAVE to save any changes to the department code screen.



If an employee has no IN or OUT punches for a specific day, TimeTrax PC will automatically populate a status.

If you have department transfers activated - when your employees clock IN and OUT – they will be presented with this screen – if the employee is clocking IN or OUT for the day or from lunch or does not participate in specific departments or jobs, the employee will simply click “OK”. However, if the employee does participate in specific departments or jobs, the employee will have to enter the appropriate department or job number before clicking ok.

Note: See employee details for setup of default departments.

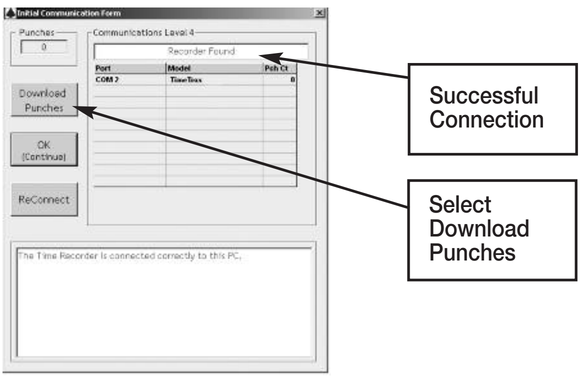
PAYROLL TAB

GET PUNCHES

At Login you are offered the option to download punches. Pyramid recommends that you do this on a regular basis to prevent data loss. Otherwise, GET PUNCHES allows you to download punches when you are ready for payroll activities. TimeTrax will automatically recognize new punches, and download only those not currently in the database.

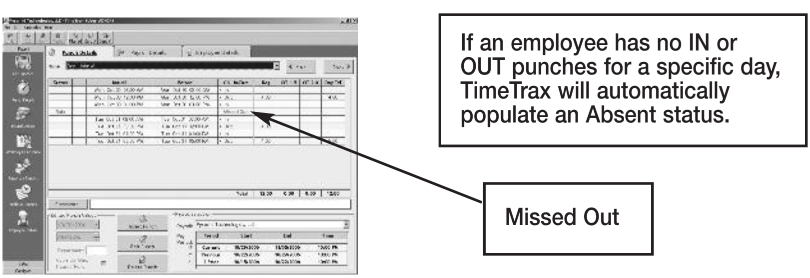
DOWNLOAD PUNCHES

Connect the hardware as shown in the diagram on page 4. Once connected, open software and from the Initial Communications Form, verify that the recorder is found and select the Download Punches box.



PUNCH DETAILS

The PUNCH DETAILS screen displays all in and out punches. This screen allows you to view, insert, edit and delete punches, as well as assign comments to punches. You can also view Current, Previous and 2 Prior pay periods. This screen categorizes the type of pay category, and notifies you of possible errors.



PUNCH EDITING

Insert Punch: To insert a punch, click the INSERT PUNCH button. Select the date of the punch and then select the time of the punch and choose SAVE.

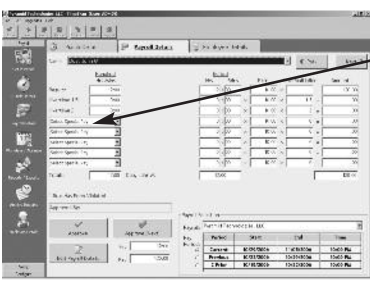
Edit Punch: Highlight the punch in question, click the EDIT PUNCH button, change the date and/or time of the punch, and choose SAVE.

Delete Punch: Highlight the punch in question, click the DELETE PUNCH button, and choose YES on the verification screen, if you are sure you want to delete this punch.

An edit trail is automatically produced for any modifications made to the original punch that will show up on screen as well as the timecard report.

PAYROLL DETAILS

The Payroll Detail's section is the location in the program that allows you to enter exceptions to the employee payroll record as well as approving and un-approving employee payroll records. Most fields are pre-populated from both the Punch Detail and Employee Detail screens.



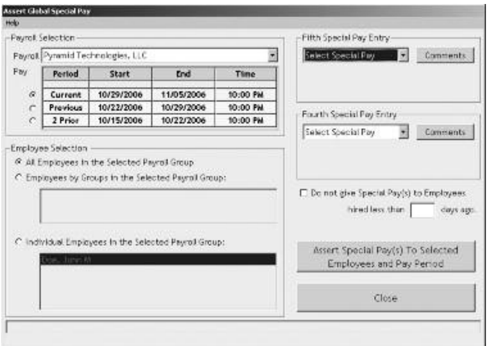
To enter Special Pay type, click the EDIT PAYROLL DETAILS button and select which special pay you wish to add (the date will only pre-populate if special pay accrues towards overtime as selected in payroll groups). Enter the hours associated with the special pay in the edited hours field. Click SAVE.

Approve, Un-Approve, and Approve (Next): Once you approve the payroll, you can only edit the payroll if you click the UN-APPROVE button first. Once you make your change, you must click APPROVE again. The APPROVE (NEXT) button will approve the current employee, place the data into archive and bring you to the next employee record.

In order to run reports on time periods of more than 2 prior pay periods, you MUST approve payroll for each employee at the end of the pay period.

ASSERT GLOBAL SPECIAL PAY

In the circumstances where you wish to pay all employees or a group of employees the same number of hours,(i.e., Independence Day @ 8 hours), go to FILE – *Assert Global Special Pay.*



EMPLOYEE SELECTION: Choose either EMPLOYEE BY GROUPS in the Selected Payroll Setupor INDIVIDUAL EMPLOYEES in the Selected Payroll Groups. If you choose EMPLOYEE BY GROUPS, you are selecting every employee within the selected employee group. If you click on INDIVIDUAL, you must click on each individual that you wish to assert the global special pay.

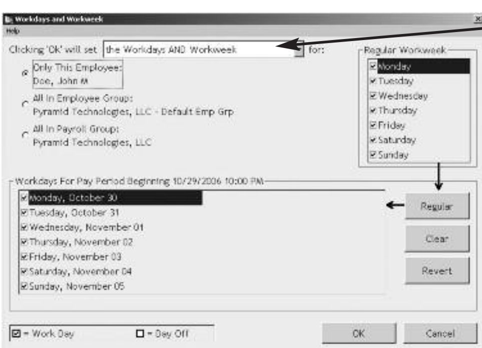
FOURTH/FIFTH SPECIAL PAY ENTRY: Choose the special pay category, the date (if the pay category accrues towards overtime, you will be required to enter the date). If the pay category does not accrue towards overtime, you will be required to choose either the PAY BY AMOUNT (Dollar Value) or PAY IN HOURS.

You can exclude special pay for employees who were hired less than a user definable number of days.

WORKDAYS AND WORKWEEKS

Note: This feature is only available if the "Enable Workdays Setup and Track Absences" box is checked in preferences. (See page 11) Selecting this preference will place the associated icon in the payroll tab on the vertical icon bar.

This is where you will setup the days that Individual Employees, Employees within Employee Groups or Employees within Payroll Setup normally work.



ONLY THE REGULAR WORKWEEK: This will set ONLY the workweek template for a specified individual or group. You will enter what days make up your regular workweek.

ONLY THE PAY PERIOD WORKDAYS: This will set ONLY the workdays for a specified individual or group. You will enter the actual workweek; i.e., Jane could not work Monday but worked Saturday instead, you would uncheck Monday and check Saturday

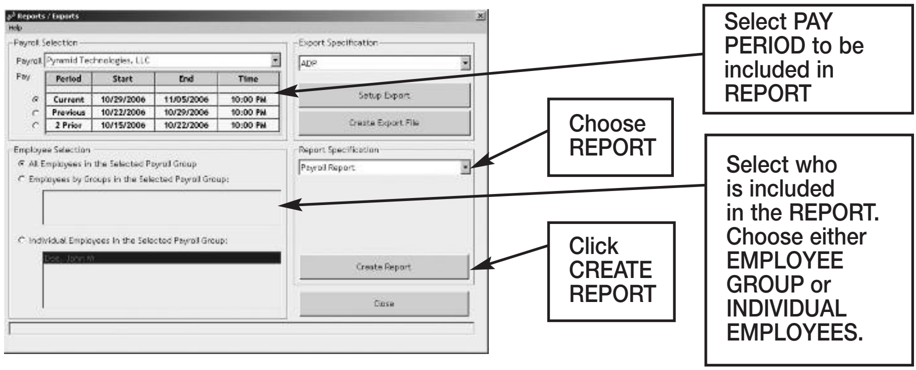
THE WORKDAYS AND WORKWEEKS: This will set template for the normally worked days (Workweek) for a specified individual or group AND the Workdays for a specified individual or group.

Click OK to save changes.

REPORTS/EXPORTS

REPORTS

When generating REPORTS you must select the PAY PERIOD you want included in the report, as well as the EMPLOYEE GROUP or INDIVIDUAL EMPLOYEES you want included in the REPORT. Then, select the REPORT you want to run.



Payroll Report: Shows total regular/overtime/special hours worked including wage information for the selected PAY PERIOD.

Time Card Report: Shows individual punches, special pay and running totals of regular and overtime hours worked for the selected pay period. Comments input by user on PUNCH DETAIL screen will appear on this report if selected.

Attendance Report: Shows absenteeism and missed punches for the selected pay period for TODAY, YESTERDAY or the SELECTED PAY PERIOD.

Punch Report: Shows the first IN and last OUT punch for a selected pay period for TODAY, YESTERDAY or the SELECTED PAY PERIOD.

Detailed Payroll Report: Combines the PAYROLL REPORT and TIME CARD REPORT. Comments input by user on PUNCH DETAIL screen will appear on this report if selected.

Card Report: Shows CARD NUMBER and the EMPLOYEE NAME the card is assigned to.

Card Report/Comprehensive: Shows CARD NUMBER and the EMPLOYEE NAME the card is assigned to as well as the employee status.

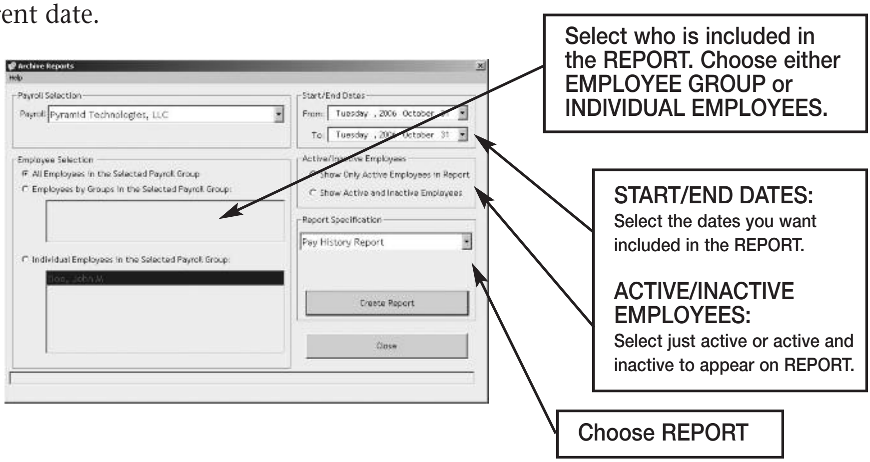
Employee Card Report: Shows the EMPLOYEE GROUP NAME, EMPLOYEE NAME, EMPLOYEE ID and all cards assigned.

Employee Contact Information: Shows NAME, ADDRESS, HOME PHONE and WORK PHONE.

Employee Seniority Report: Shows EMPLOYEE NAME, ID NUMBER, HIRE DATE and DAYS EMPLOYED. You can sort by either 30/60/90 or 410-DAY BANDS or BY NAME or BY DATE HIRED.

ARCHIVE REPORTS

Once a payroll record is approved, it is placed in Archive. Archive Reports allow you to run reports from the date TimeTrax was installed up to and including the current date.



Pay History Report: Shows a history of total regular/overtime/special hours worked including wage information for the selected PAY PERIOD.

Hours Summary Report: Shows a history of total PAY CATEGORY hours.

Attendance Report: Shows a history of absenteeism and missing punches.

Detail Pay History Report: Shows a history of the combined PAYROLL REPORT and TIME CARD REPORT. Comments input by user on PUNCH DETAIL screen will appear on this report.

Detail Pay History Report w/o Comments: Shows a history of the combined PAYROLL REPORT and TIME CARD REPORT. Comments input by user on PUNCH DETAIL screen will ***not*** appear on this report.

EMPLOYEE DETAILS

Click the Employee Details Icon to bring you to the EMPLOYEE DETAILS SCREEN covered in the initial TIMETRAX SETUP WIZARD.

TIMETRAX QUICKBOOKS INTEGRATION

REQUIREMENTS: QUICKBOOKS 2003 PRO OR HIGHER.
U.S. VERSIONS ONLY.

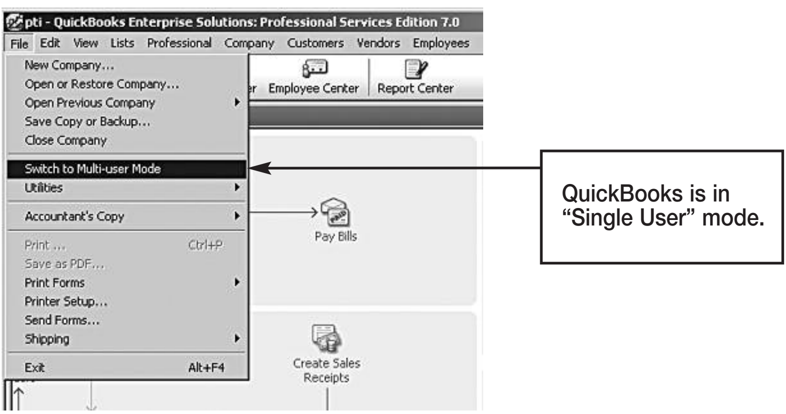
STEPS REQUIRED PRIOR TO INTEGRATION

STEP 1

IMPORTANT: Before You Integrate TimeTrax with QuickBooks, regardless of the scenario, you must:

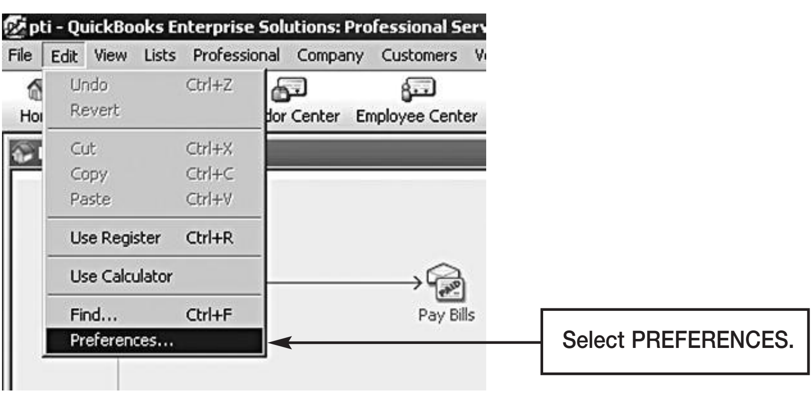
- **Log into QuickBooks as "Administrator" and**
- **Confirm that QuickBooks is in "Single User Mode".**

Click on the "File" menu and verify that "Switch to Multi-user Mode" is displayed. This indicates that QuickBooks is in "Single User Mode".

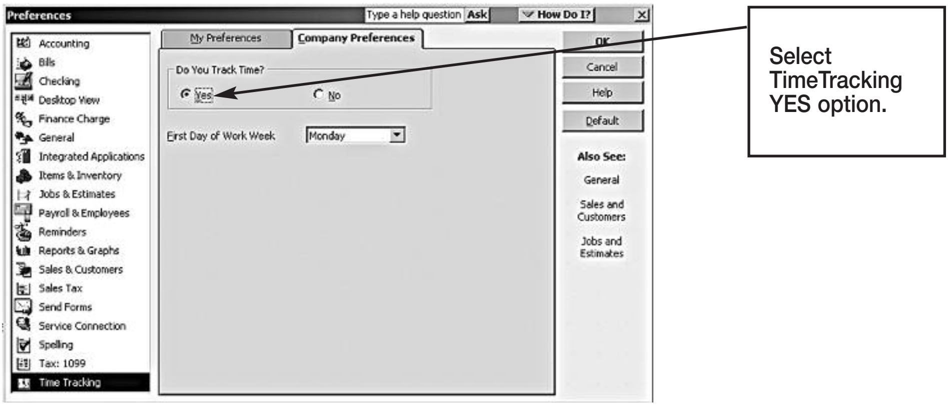


STEP 2

- Select PREFERENCES from the QuickBooks EDIT menu:



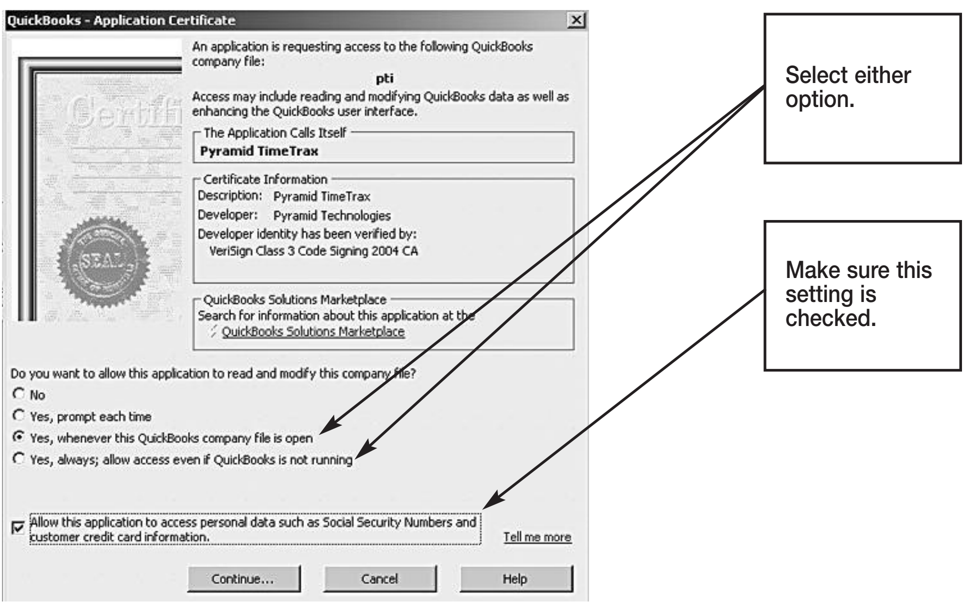
- Select TIMETRACKING from the displayed options and click on COMPANY PREFERENCES tab.
- Check the YES option in the DO YOU TRACK TIME field.



INITIAL TIMETRAX/QUICKBOOKS COMMUNICATION

STEP 3

When TimeTrax attempts to communicate with QuickBooks for the first time, QuickBooks will present the user with the following access options:



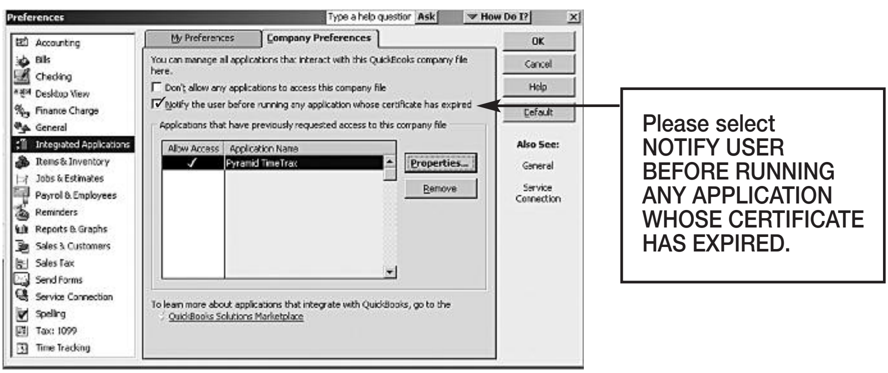
- Depending on access requirements select either of the two options:
  YES, WHENEVER THIS QUICKBOOKS COMPANY FILE IS OPEN, or:
  YES, ALWAYS ALLOW ACCESS EVEN IF QUICKBOOKS IS NOT RUNNING.
- Make sure to check: ALLOW THIS APPLICATION TO ACCESS PERSONAL DATA SUCH AS SOCIAL SECURITY NUMBERS . . .

SETTING INTEGRATED APPLICATION PREFERENCES

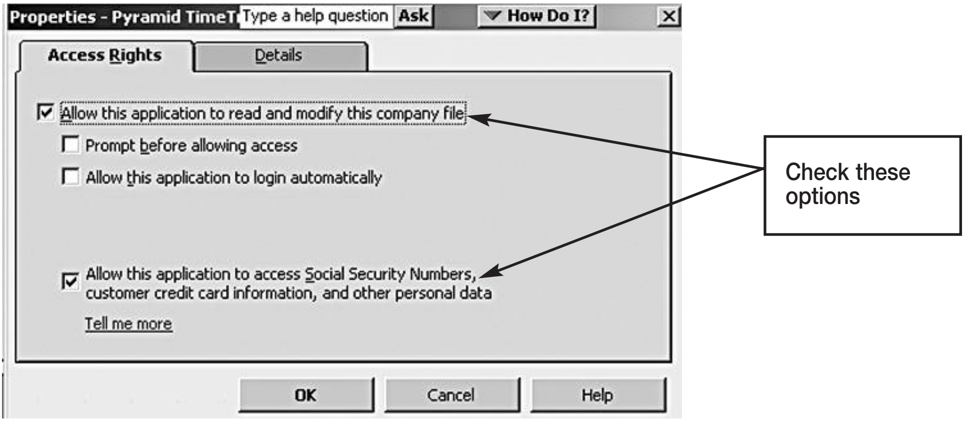
STEP 4

Next return to the QuickBooks EDIT menu and

- Select PREFERENCES
- Select INTEGRATED APPLICATIONS
- Select COMPANY PREFERENCES tab and click on PROPERTIES



• Make sure that the displayed options are checked:



Required steps to properly integrate TimeTrax and Quickbooks, will vary depending on which product you are currently using and which product you are adding. Please select which of the following scenarios describes your situation:

I. EXISTING QUICKBOOKS USER NEW TO TIMETRAX

II. EXISTING TIMETRAX USER NEW TO QUICKBOOKS

III. BEGINNING BOTH SOFTWARE PROGRAMS SIMULTANEOUSLY

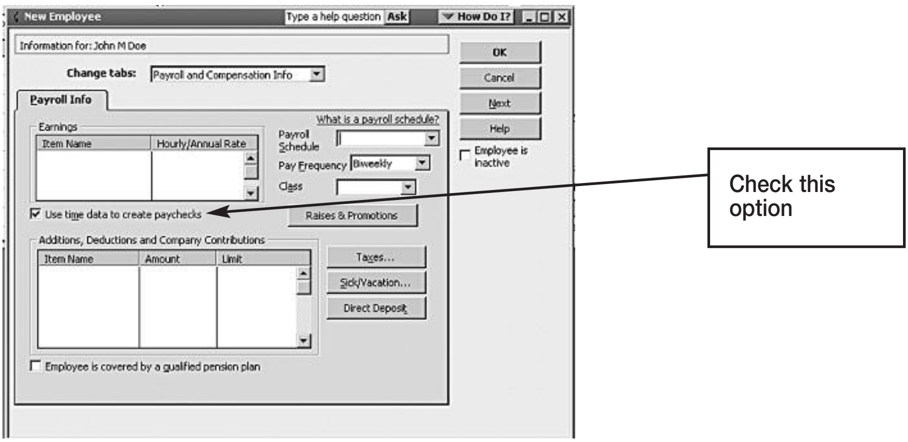
and follow the steps below:

I. ESTABLISHED QUICKBOOKS USER, FIRST-TIME TIMETRAX USER

QuickBooks employee PAYROLL INFO settings.
After the integration, any new employee records, that are exported from TimeTrax into QuickBooks, will automatically be setup with the required default preferences for TIME TRACKING.

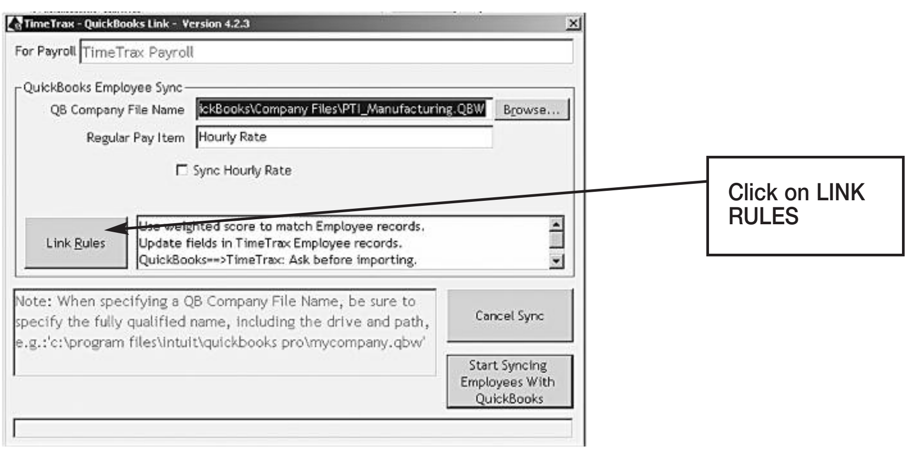
This does not apply to already established QuickBooks employee records. Please verify that each of these employee records is also set to TIME TRACKING and correct the preference setting if necessary.

- Open each respective employee record and select PAYROLL AND COMPENSATION INFO.
- Check USE TIME DATA TO CREATE PAYCHECKS



Importing QuickBooks employee records into TimeTrax.
In order for TimeTrax and QuickBooks to be in sync, the QuickBooks employee records need to be imported from QuickBooks into TimeTrax.

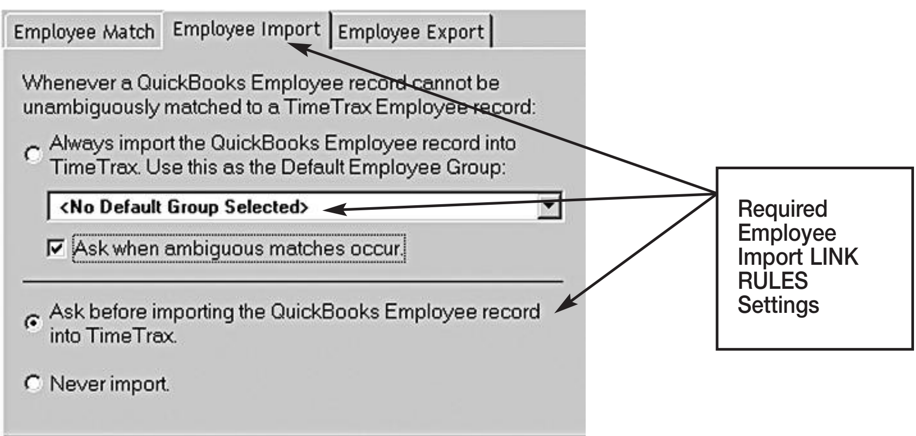
In the TimeTrax QUICKBOOKS LINK screen, click on LINK RULES



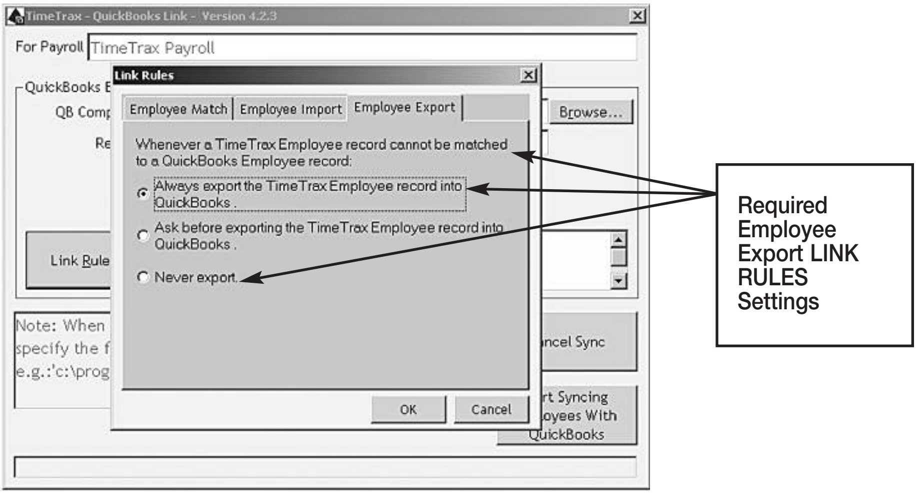
For optimal integration, the following settings are recommended.

Employee Match:

Employee Import:



Employee Export:



Important: In order to prevent duplication of employee records in either TimeTrax and/or QuickBooks, please adhere to the following rules:

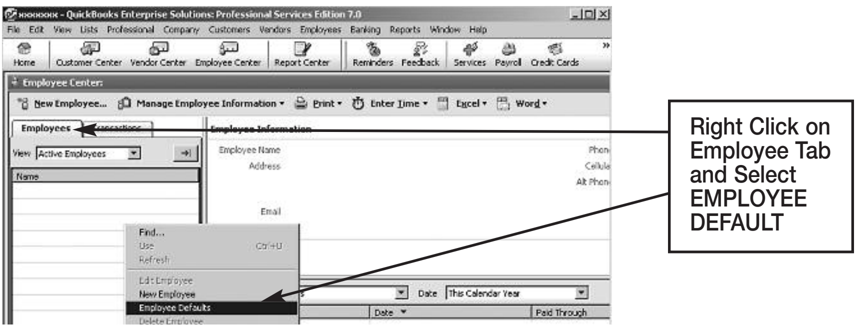
- Select the above LINKING RULES
- Always enter new employees in TimeTrax first, and then use the TimeTrax QuickBooks link to export the data from TimeTrax to QuickBooks.
- **It is strongly recommended to enter an EMPLOYEE ID for new employees entered into TimeTrax.**

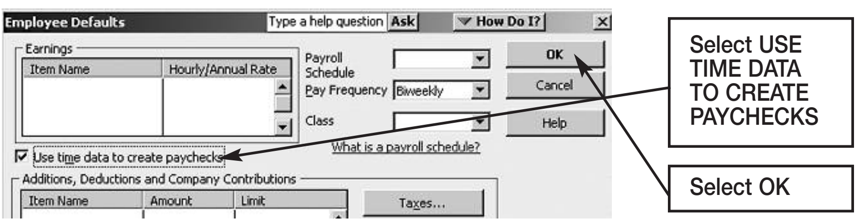
II. ESTABLISHED TIMETRAX USER, FIRST-TIME QUICKBOOKS USER

III. NEW USER TO BOTH APPLICATIONS

Setting Employee Default in New QuickBooks Company

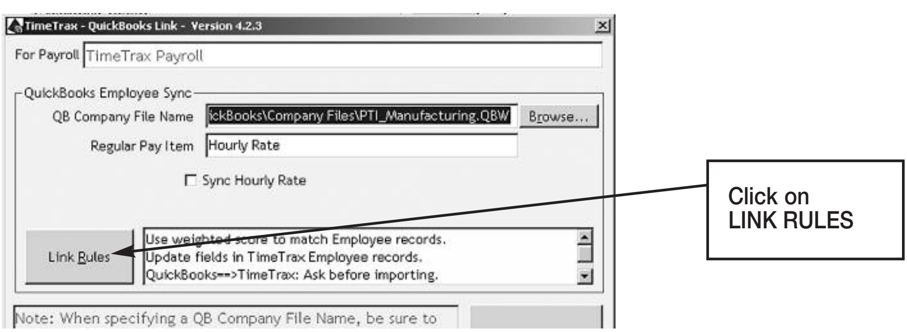
Click on Employee/Employee Center



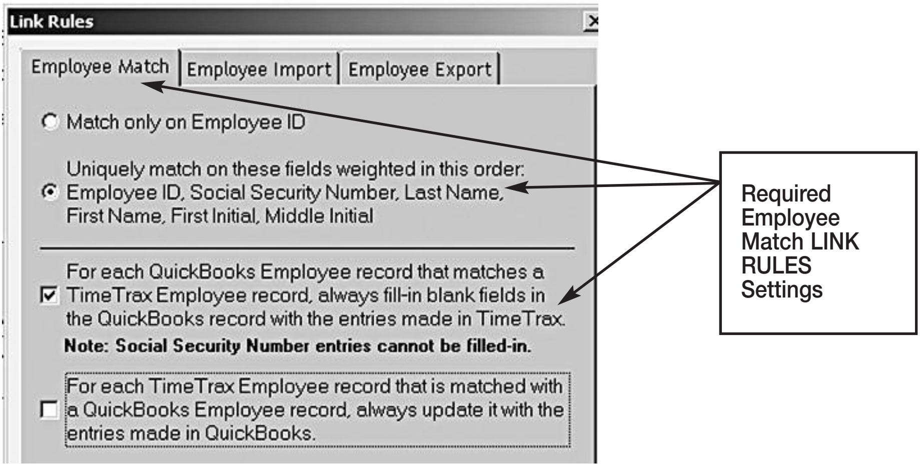


For optimal integration, the following settings are recommended.

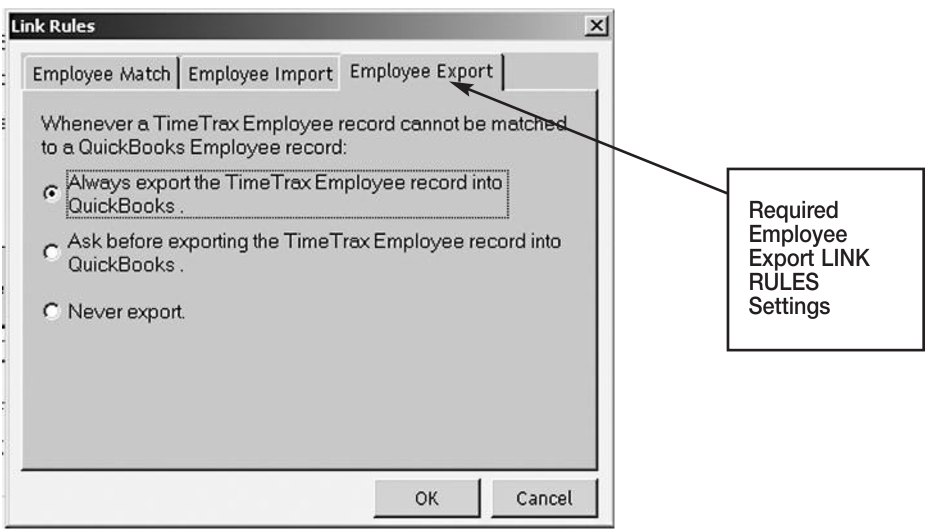
In TimeTrax QUICKBOOKS LINK screen, click on LINK RULES



Employee Match:



Employee Export:



Important: In order to prevent duplication of employee records in either TimeTrax and/or QuickBooks, please adhere to the following rules:

- Select the above LINKING RULES
- Always enter new employees in TimeTrax first, and then use the TimeTrax QuickBooks link to export the data from TimeTrax to QuickBooks.
- **It is strongly recommended to enter an EMPLOYEE ID for new employees entered into TimeTrax.**

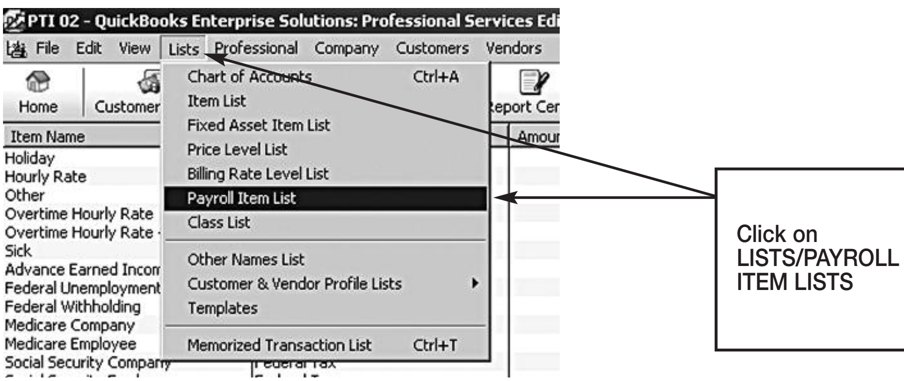
TIMETRAX PAY ITEMS AND QUICKBOOKS PAYROLL ITEMS

In order for QuickBooks to generate Payroll data, the following steps are required:

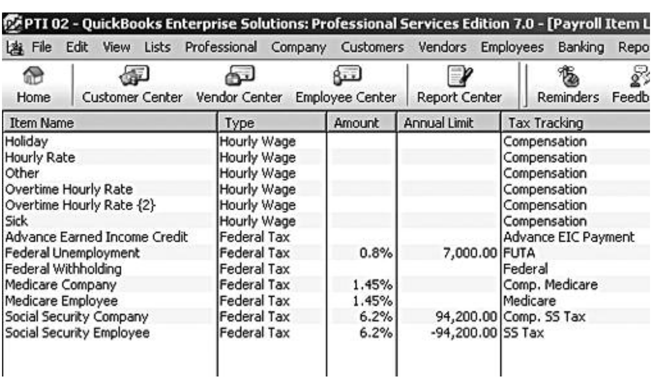
- The QuickBooks TIME TRACKING OPTION must be enabled. (See Page 21).
- QuickBooks Payroll must have been set up.

Important: QuickBooks Payroll Items will only be visible in QuickBooks, after a QuickBooks Payroll Processing Option has been selected and QuickBooks Payroll has been set up. If you are a new QuickBooks user, please consult your QuickBooks help for Payroll selection and Payroll setup.

After payroll setup, click on LISTS. The menu item PAYROLL ITEM LIST will now be available.



List of QuickBooks Payroll Items



Item Name	Type	Amount	Annual Limit	Tax Tracking
Holiday	Hourly Wage			Compensation
Hourly Rate	Hourly Wage			Compensation
Other	Hourly Wage			Compensation
Overtime Hourly Rate	Hourly Wage			Compensation
Overtime Hourly Rate {2}	Hourly Wage			Compensation
Sick	Hourly Wage			Compensation
Advance Earned Income Credit	Federal Tax			Advance EIC Payment
Federal Unemployment	Federal Tax	0.8%	7,000.00	FUTA
Federal Withholding	Federal Tax			Federal
Medicare Company	Federal Tax	1.45%		Comp. Medicare
Medicare Employee	Federal Tax	1.45%		Medicare
Social Security Company	Federal Tax	6.2%	94,200.00	Comp. SS Tax
Social Security Employee	Federal Tax	6.2%	-94,200.00	SS Tax

TimeTrax Payroll Items correspond to QuickBooks Payroll Items.

By default TimeTrax provides the following Pay Items:

- Regular
- Overtime 1.5
- Overtime 2

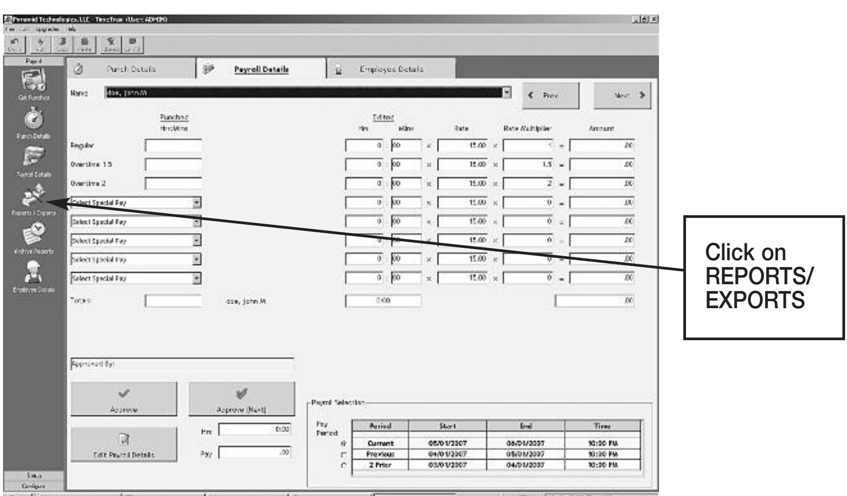
Existing Quickbooks User New to TimeTrax
If employees are paid hourly, various Payroll Items for regular and overtime pay will already exist in QuickBooks and most likely the names for the respective payroll items will vary from the names of the TimeTrax default pay items.

In this case, the user has the following options:

- **Option #1: Renaming TimeTrax pay items Regular, Overtime 1.5 and Overtime 2, using the names given to the respective QuickBooks payroll items.**
- **Option #2: Merging Payroll Items In QuickBooks.**

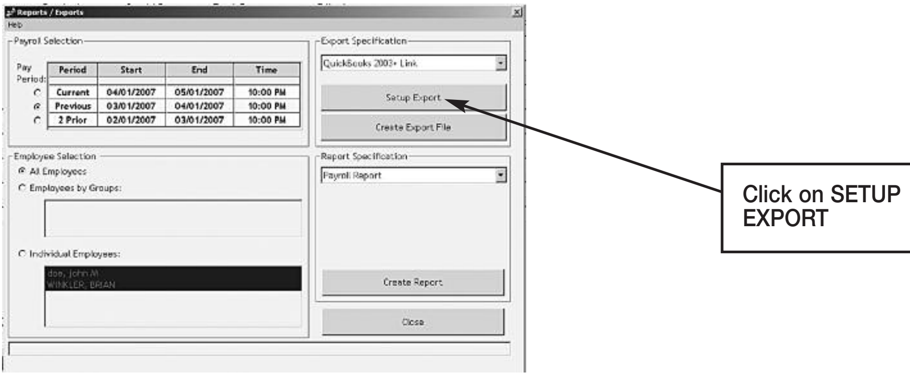
Note: Only TimeTrax Pay Items Regular, Overtime 1.5 and Overtime 2 can be renamed. TimeTrax's Special Pay Items "Sick", 'Holiday", "Vacation" and "Other" cannot be renamed and will create separate Payroll Items In QuickBooks.

For Option #1, Select "Payroll" on TimeTrax toolbar and click on "Reports/Exports" Icon.

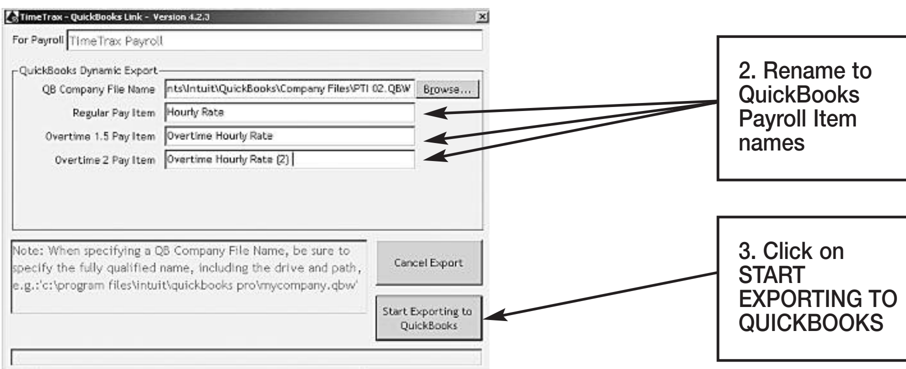


Option #1: RENAMING TIMETRAX PAY ITEMS.

Next click on SETUP EXPORT button.

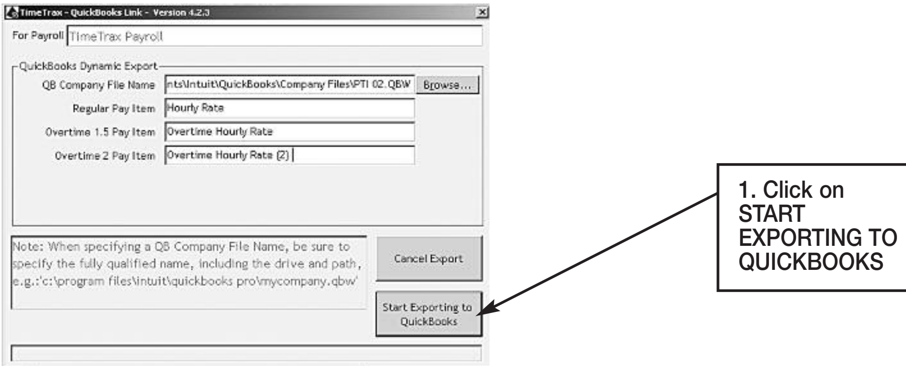


Change the displayed TimeTrax Pay Item names to the respective QuickBooks Payroll Item names and click on START EXPORTING TO QUICKBOOKS.



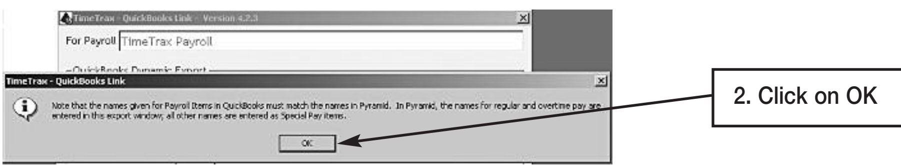
Option #2: MERGING PAYROLL ITEMS IN QUICKBOOKS.

D**o not change the displayed Pay Item names** and click on START EXPORTING TO QUICKBOOKS.



The following message will be displayed:

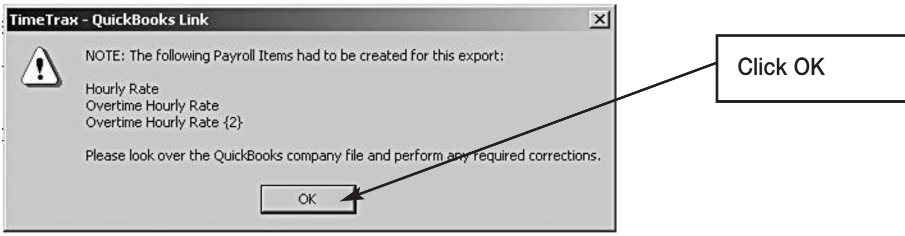
Click on OK



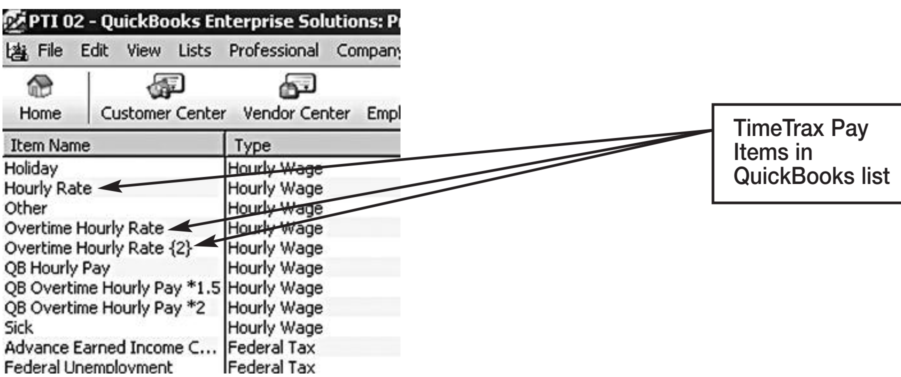
Proceed by clicking on NO

TimeTrax will now send the hours worked and the associated pay items to QuickBooks.

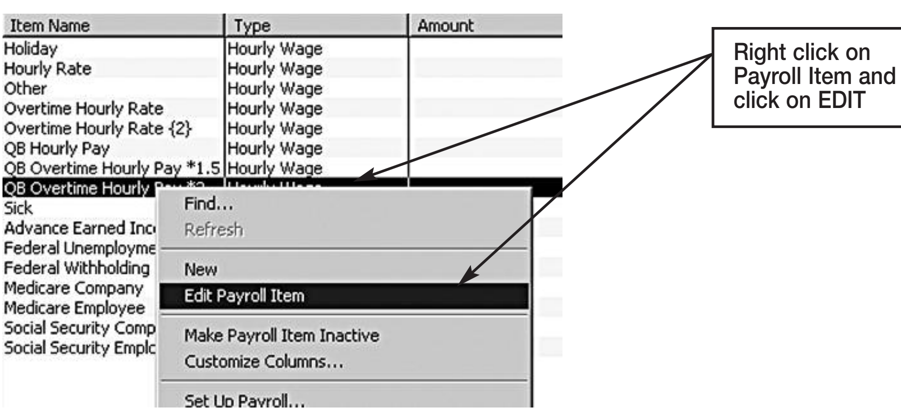
Next TimeTrax will display the following message.



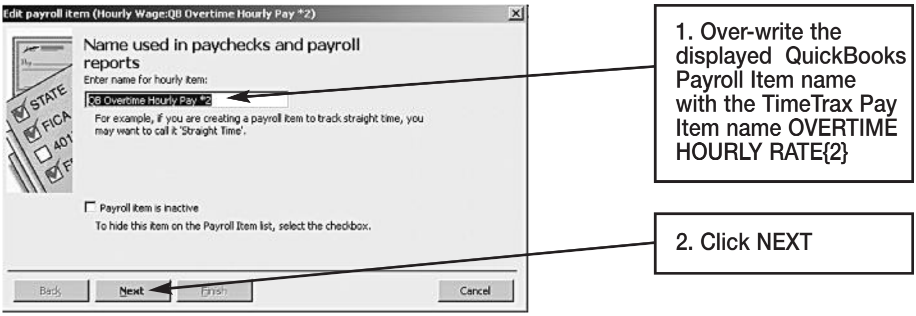
And QuickBooks will show the new Items in the Payroll Items list



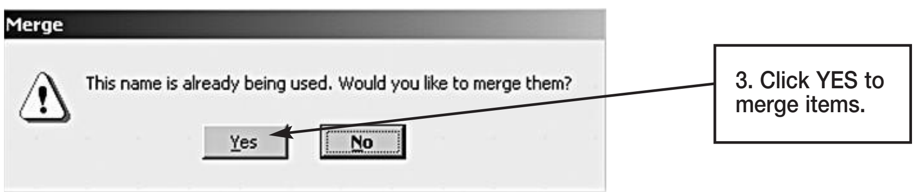
Right click on the QuickBooks Payroll Item that needs to be merged with the TimeTrax Pay Item. In this example QB OVERTIME HOURLY PAY *2 will be merged with TimeTrax generated Payroll Item OVERTIME HOURLY RATE {2}



In the displayed editing screen, change the displayed QuickBooks Payroll Item name to OVERTIME HOURLY RATE {2} and click NEXT.



The following message will be displayed:



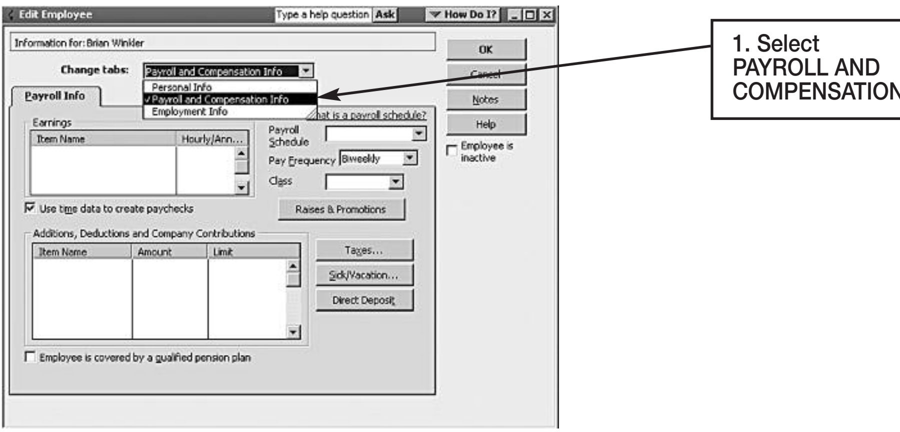
Click on YES to merge the Payroll Items. Repeat this procedure for all other QuickBooks Payroll Items, that need to be merged.

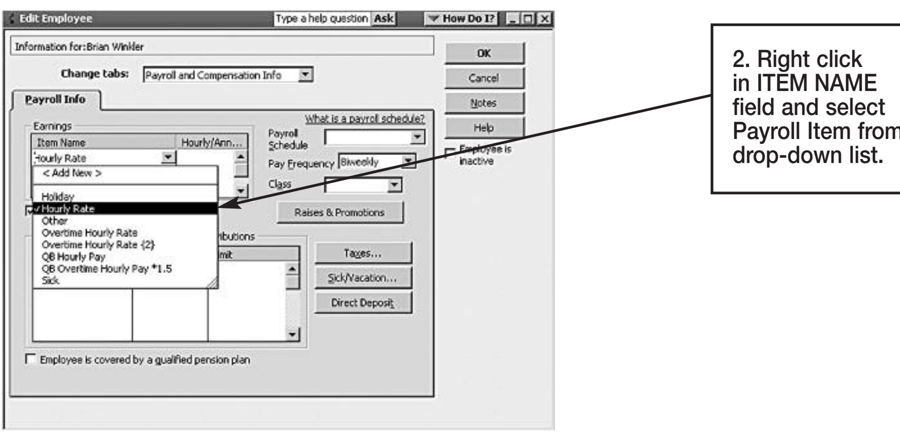
SETTING UP EMPLOYEES WITH NEW PAYROLL ITEMS IN QUICKBOOKS.

Before QuickBooks can process payroll, the required payroll items have to be added to the QuickBooks employees' payroll information.

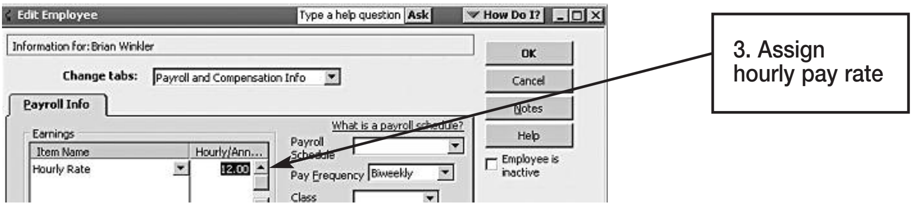
Edit each employee's payroll and compensation information:

Select PAYROLL AND COMPENSATION INFO from the drop-down in the QuickBooks EDIT EMPLOYEE screen.





Next: assign hourly pay rate.

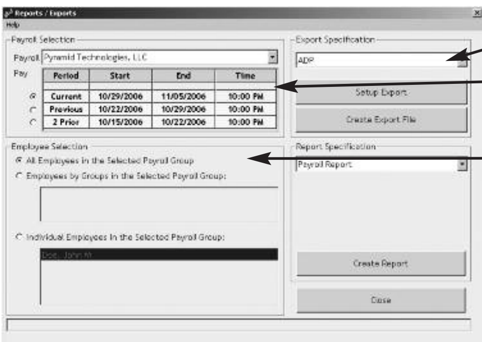


Important: Repeat for each required payroll item and for each employee.

Please note: Pay rates are not exported from TimeTrax to QuickBooks and have to be set up manually for each employee.

ADP EXPORT

The following are instructions for setting up and using the ADP EXPORT contained in the TimeTrax. You will have to go into the REPORTS/EXPORTS tab to proceed with the export. It may also be necessary for you to setup the CATEGORY CODES within the SETUP – PAYROLL SETUP – SETUP PAY CATEGORIES. (These codes will be provided to you from your payroll service provider). It is also required that individual payroll records are approved before export on the PAYROLL DETAILS SCREEN.



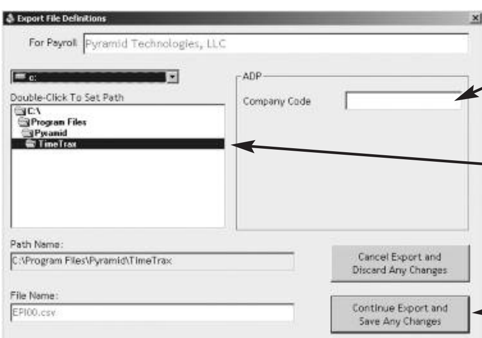
Choose EXPORT.

Select PAY PERIOD to be included in EXPORT.

Select who is included in the EXPORT. Choose either EMPLOYEE GROUP or INDIVIDUAL EMPLOYEES.

Choose SETUP or CREATE EXPORT. Setup is typically a one-time screen for setup – CREATE EXPORT will create the export with the setup options you have selected.

Setup/Create Export:



Enter your company code as provided by ADP.

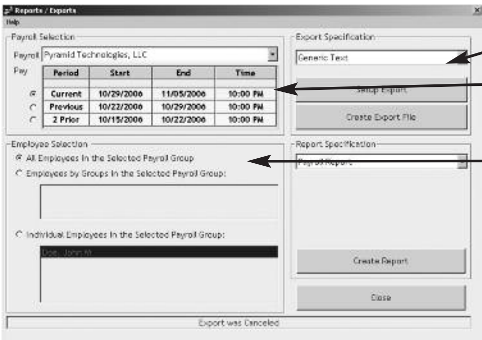
Select the drive and location where you want the export file to be saved.

Click CONTINUE EXPORT and SAVE ANY CHANGES to export and save the file where you selected.

Congratulations, you have successfully created and saved an ADP EXPORT FILE. You will need to contact ADP to obtain steps on how to import the file you created and saved into ADP software.

GENERIC TEXT EXPORT

The following are instructions for setting up and using the GENERIC TEXT EXPORT contained in the TimeTrax. You will have to go into the REPORTS/EXPORTS tab to proceed with the export. It may also be necessary for you to setup the CATEGORY CODES within the SETUP – PAYROLL SETUP – SETUP PAY CATEGORIES. (These codes will be provided to you from your payroll service provider). It is also required that individual payroll records are approved before export on the PAYROLL DETAILS SCREEN.



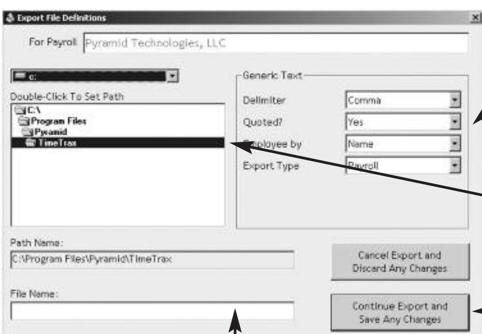
Choose EXPORT.

Select PAY PERIOD to be included in EXPORT.

Select who is included in the EXPORT. Choose either EMPLOYEE GROUP or INDIVIDUAL EMPLOYEES.

Choose SETUP or CREATE EXPORT. Setup is typically a one-time screen for setup – CREATE EXPORT will create the export with the setup options you have selected.

Setup/Create Export:



DELIMITER: Choose Comma, Tab, or Semi-Colon.

QUOTED: Choose Yes or No

EMPLOYEE BY: Choose Name, SSN, or EMP#

EXPORT TYPE: Choose Payroll or Punches.

Select the drive and location where you want the export file to be saved.

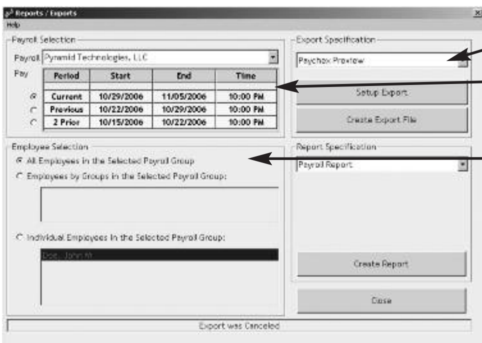
Click CONTINUE EXPORT and SAVE ANY CHANGES to export and save the file where you selected.

Type the desired name for this file including the extension file.

Congratulations, you have successfully created and saved a GENERIC TEXT EXPORT file. You will need to go to the location where you created and saved the file and import it into the software of your choosing.

PAYCHEX PREVIEW EXPORT

The following are instructions for setting up and using the PAYCHEX PREVIEW EXPORT contained in the TimeTrax. You will have to go into the REPORTS/EXPORTS tab to proceed with the export. It may also be necessary for you to setup the CATEGORY CODES within the SETUP – PAYROLL SETUP – SETUP PAY CATEGORIES. (These codes will be provided to you from your payroll service provider). It is also required that individual payroll records are approved before export on the PAYROLL DETAILS SCREEN.



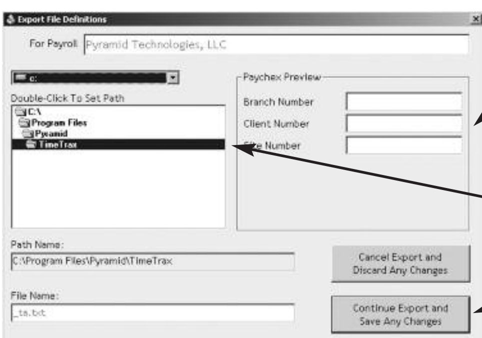
Choose EXPORT.

Select PAY PERIOD to be included in EXPORT.

Select who is included in the EXPORT. Choose either EMPLOYEE GROUP or INDIVIDUAL EMPLOYEES.

Choose SETUP or CREATE EXPORT. Setup is typically a one-time screen for setup – CREATE EXPORT will create the export with the setup options you have selected.

Setup/Create Export:



PAYCHEX will provide BRANCH, CLIENT, and SITE NUMBER for this export.

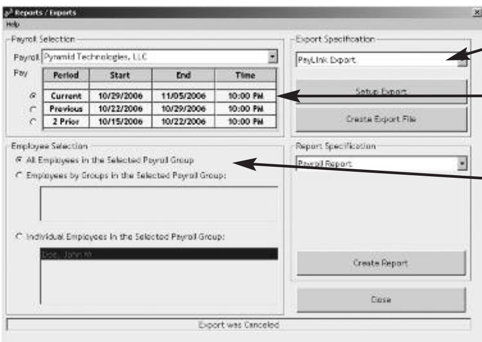
Select the drive and location where you want the export file to be saved.

Click CONTINUE EXPORT and SAVE ANY CHANGES to export and save the file where you selected.

Congratulations, you have successfully created and saved a PAYCHEX PREVIEW export file. You will need to contact PAYCHEX to obtain steps on how to import the file you created and saved into PAYCHEX software.

PAYCHEX PAYLINK EXPORT

The following are instructions for setting up and using the PAYCHEX PAYLINK EXPORT contained in the TimeTrax. You will have to go into the REPORTS/EXPORTS tab to proceed with the export. It may also be necessary for you to setup the CATEGORY CODES within the SETUP – PAYROLL SETUP – SETUP PAY CATEGORIES. (These codes will be provided to you from your payroll service provider). It is also required that individual payroll records are approved before export on the PAYROLL DETAILS SCREEN.



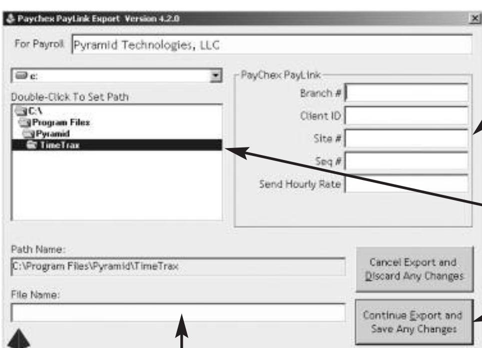
Choose EXPORT.

Select PAY PERIOD to be included in EXPORT.

Select who is included in the EXPORT. Choose either EMPLOYEE GROUP or INDIVIDUAL EMPLOYEES.

Choose SETUP or CREATE EXPORT. Setup is typically a one-time screen for setup – CREATE EXPORT will create the export with the setup options you have selected.

Setup/Create Export:



PAYCHEX will provide BRANCH #, CLIENT ID, and SITE #, SEQ #, and whether or not to send hourly rate for this export.

Select the drive and location where you want the export file to be saved.

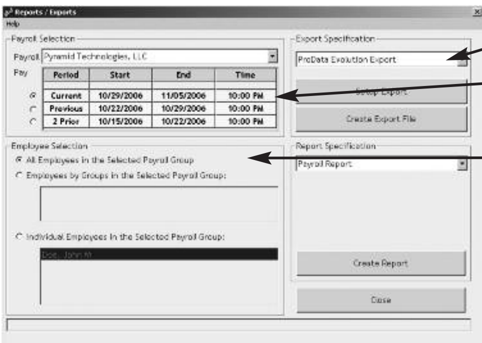
Click CONTINUE EXPORT and SAVE ANY CHANGES to export and save the file where you selected.

PAYCHEX will provide you with the file name for this export.

Congratulations, you have successfully created and saved a PAYCHEX PAYLINK EXPORT file. You will need to contact PAYCHEX to obtain steps on how to import the file you created and saved into PAYCHEX software.

PRODATA EVOLUTION EXPORT

The following are instructions for setting up and using the PRODATA EVOLUTION EXPORT contained in the TimeTrax. You will have to go into the REPORTS/EXPORTS tab to proceed with the export. It may also be necessary for you to setup the CATEGORY CODES within the SETUP – PAYROLL SETUP – SETUP PAY CATEGORIES. (These codes will be provided to you from your payroll service provider). It is also required that individual payroll records are approved before export on the PAYROLL DETAILS SCREEN.



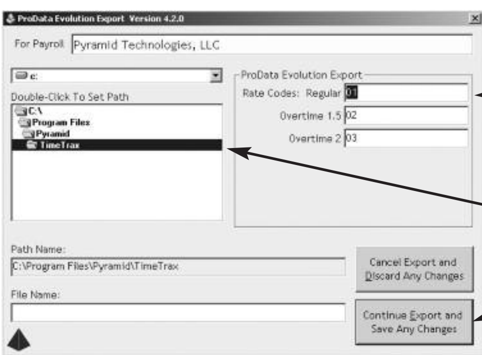
Choose EXPORT.

Select PAY PERIOD to be included in EXPORT.

Select who is included in the EXPORT. Choose either EMPLOYEE GROUP or INDIVIDUAL EMPLOYEES.

Choose SETUP or CREATE EXPORT. Setup is typically a one-time screen for setup – CREATE EXPORT will create the export with the setup options you have selected.

Setup/Create Export:



ProData will provide RATE CODES for this export.

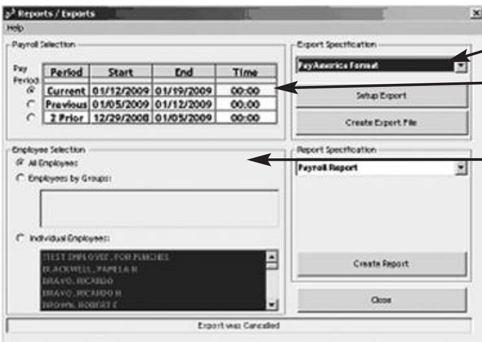
Select the drive and location where you want the export file to be saved.

Click CONTINUE EXPORT and SAVE ANY CHANGES to export and save the file where you selected.

Congratulations, you have successfully created and saved a PRODATA EXPORT file. You will need to contact ProData to obtain steps on how to import the file you created and saved into ProData software.

PAY AMERICA EXPORT

The following are instructions for setting up and using the PAY AMERICA EXPORT contained in the TimeTrax. You will have to go into the REPORTS/EXPORTS tab to proceed with the export. It may also be necessary for you to setup the CATEGORY CODES within the SETUP – PAYROLL SETUP – SETUP PAY CATEGORIES. (These codes will be provided to you from your payroll service provider). It is also required that individual payroll records are approved before export on the PAYROLL DETAILS SCREEN.



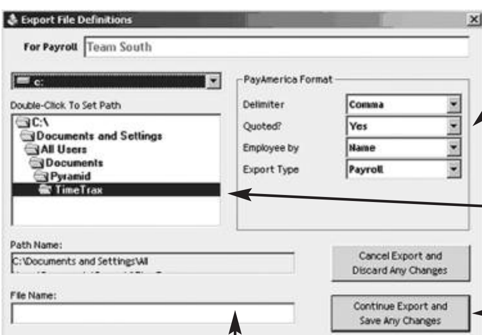
Choose EXPORT.

Select PAY PERIOD to be included in EXPORT.

Select who is included in the EXPORT. Choose either EMPLOYEE GROUP or INDIVIDUAL EMPLOYEES.

Choose SETUP or CREATE EXPORT. Setup is typically a one-time screen for setup – CREATE EXPORT will create the export with the setup options you have selected.

Setup/Create Export:



DELIMITER: Choose Comma, Tab, or Semi-Colon.

QUOTED: Choose Yes or No

EMPLOYEE BY: Choose Name, SSN, or EMP#

EXPORT TYPE: Choose Payroll or Punches.

Select the drive and location where you want the export file to be saved.

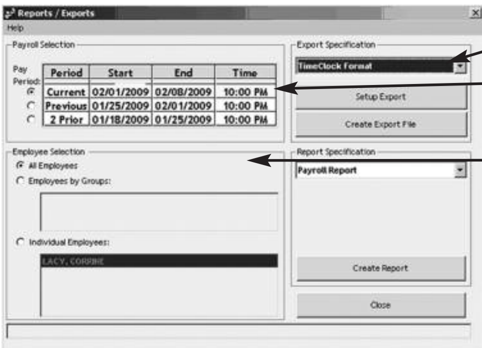
Click CONTINUE EXPORT and SAVE ANY CHANGES to export and save the file where you selected.

Type the desired name for this file including the extension file.

Congratulations, you have successfully created and saved a PAY AMERICA EXPORT file. You will need to go to the location where you created and saved the file and import it into the software of your choosing.

TIME CLOCK EXPORT

The following are instructions for setting up and using the TIME CLOCK EXPORT contained in the TimeTrax. You will have to go into the REPORTS/EXPORTS tab to proceed with the export. It may also be necessary for you to setup the CATEGORY CODES within the SETUP – PAYROLL SETUP – SETUP PAY CATEGORIES. (These codes will be provided to you from your payroll service provider). It is also required that individual payroll records are approved before export on the PAYROLL DETAILS SCREEN.



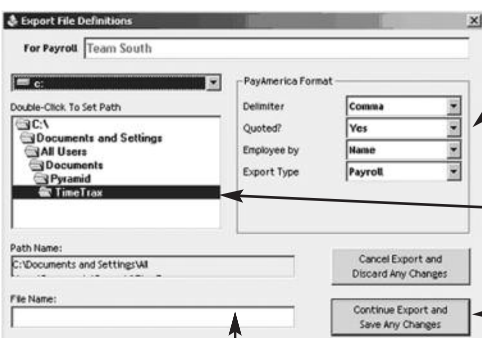
Choose EXPORT.

Select PAY PERIOD to be included in EXPORT.

Select who is included in the EXPORT. Choose either EMPLOYEE GROUP or INDIVIDUAL EMPLOYEES.

Choose SETUP or CREATE EXPORT. Setup is typically a one-time screen for setup – CREATE EXPORT will create the export with the setup options you have selected.

Setup/Create Export:



DELIMITER: Choose Comma, Tab, or Semi-Colon.

QUOTED: Choose Yes or No

EMPLOYEE BY: Choose Name, SSN, or EMP#

EXPORT TYPE: Choose Payroll or Punches.

Select the drive and location where you want the export file to be saved.

Click CONTINUE EXPORT and SAVE ANY CHANGES to export and save the file where you selected.

Type the desired name for this file including the extension file.

Congratulations, you have successfully created and saved a TIME CLOCK EXPORT file. You will need to go to the location where you created and saved the file and import it into the software of your choosing.

TIMETRAX BIO
FREQUENTLY ASKED QUESTIONS

Q. WHAT FINGERPRINT TECHNOLOGY DOES TIMETRAX BIO USE?

A. Pyramid incorporates advanced thermal imaging technology into the TimeTrax Bio unit. It is a linear sensor that captures or images the fingerprint by placinging the finger on the sensing area. The sensor measures temperature differences between ambient conditions and the ridges and valleys on the fingerprint. The result is a high quality image even with difficult fingerprints. The unit has the ability to read finger scans at a speed of 3/4" to 7-3/4" per second or 2-20 centimeters per second.

Q. THE TIMETRAX BIO TECHNOLOGY SOUNDS DELICATE. WILL IT HOLD UP TO EVERYDAY USE?

A. The TimeTrax Bio is designed with a high resistance to environmental constraints such as dirt, oil, humidity or extreme temperatures. The fingerprint sensor can provide high-quality images despite impairments such as wet, dry or worn-out fingerprints. The TimeTrax Bio's protective coating ensures excellent reliability, mechanical robustness (more than four million scans) and a wide range of operating conditions (-40 degrees F & C to 185 degrees F or +85 degrees C). It also operates with very low power consumption.

Q. DOES THE TIMETRAX BIO REQUIRE A LOT OF MAINTENANCE?

A. No. The TimeTrax Bio unit has a self-cleaning fingerprint sensor, leaving no latent prints on the imaging surface. Severe damage such as scratching the surface of the reader with a hard, pointed object should be avoided. Excessive wet, dirt or stains should be cleaned off for the longevity of the unit.

Q. HOW ACCURATE IS THE TIMETRAX BIO?

A. The accuracy of fingerprint readers has increased dramatically in the last few years. Error rates have been steadily declining as matching and sensor technologies evolve. Pyramid's False Reject Rate is less than half a percent. The False Accept Rate is even lower.

- ***False Reject Rate:*** The hardware decides there is no match when there is, in fact, a match. When security is less important and it is important to do the best you can with only one measurement, you want a low False Reject Rate.
- ***False Accept Rate:*** The hardware decides there is a match when there is, in fact, no match. When it is really important to be sure that there is a match, you want to have a very low False Accept Rate.

Q. DOES TIMETRAX BIO PROTECT MY FINGERPRINTS FROM BEING USED WITHOUT MY KNOWLEDGE?

A. The TimeTrax Bio does not require much data to recognize a fingerprint. The reader scans the finger and stores only data concerning distinctive portions of the fingerprint called "minutia points." The minutia points are only a mathematical representation of some data from the original fingerprint. A complete image of the fingerprint is never stored on the system. Because it is a one-way function, it is impossible to reconstruct the fingerprint using these points.

Q. WHAT HAPPENS IF THE TIMETRAX BIO HARDWARE BREAKS? WILL I HAVE TO RE-ENROLL EACH EMPLOYEE FINGERPRINT AGAIN?

A. Yes. TimeTrax Bio terminal stores the fingerprint. If the terminal should cease working, fingerprints would have to be re-enrolled.

Q. DOES THE CENTRAL COMPUTER WITH THE TIMETRAX BIO SOFTWARE LOADED ON IT HAVE TO BE ON TO RECEIVE FINGER SCANNING PUNCHES?

A. Since the TimeTrax Bio terminal stores the fingerprint vs. the software storing the fingerprint, employees can continue to scan if the computer systems are down. Punches can be downloaded from the terminal once the power or system is restored to normal working conditions.

Q. WHAT HAPPENS IF THE COMPUTER SYSTEM CRASHES OR WE EXPERIENCE A POWER OUTAGE? CAN EMPLOYEES CONTINUE TO SCAN?

A. Since the TimeTrax Bio terminal stores the fingerprint vs. the software storing the fingerprint, employees can continue to scan if the computer systems are down. Punches can be downloaded from the terminal once the power or system is restored to normal working conditions.

Q. DOES TIMETRAX BIO ELIMINATE BUDDY PUNCHES?

A. Yes. Fingerprints are specific to one individual so duplicating them is almost impossible. Also, TimeTrax Bio software is password protected and has many levels of security to protect the software from unauthorized manipulations.

Q. AN EMPLOYEE FINGERPRINT WAS IN THE SYSTEM AND WORKING FINE, BUT NOW IT IS MISSING. WHAT HAPPENED?

A. TimeTrax Bio software, upon login searches out the terminal and performs a variety of checks. One such check is Fingerprint Sync. The software scans each employee record, locating the Fingerprint ID and then matches that ID with the corresponding fingerprint located on the hardware. If the Employee Record indicates that a fingerprint should be on file and it is, the system does nothing. On the other hand, if the Employee Record indicates that a fingerprint should ***not*** be on file and there is one, the software will direct the terminal to delete the fingerprint. This situation may occur if you are reinstalling the software from a backup that is not up-to-date with the information residing on the terminal. To correct this situation, you will need to re-enroll the employee fingerprint following the instructions in the Employee Details Setup section of the TimeTrax Instruction Manual.

Q. MY EMPLOYEE CHANGED HER NAME AND EVER SINCE, HER NEW NAME DOES NOT DISPLAY ON THE TERMINAL. HER OLD NAME STILL SHOWS. BUT IN THE SOFTWARE, HER NEW NAME APPEARS. WHAT SHOULD I DO?

A. Any changes to the name in the employee file made after a fingerprint is enrolled, requires fingerprint re-registration.

TROUBLESHOOTING GUIDE FOR YOUR TIME RECORDER

YOU MUST BE LOGGED IN AS ADMIN IN TIMETRAX AS WELL AS ANY OTHER INTEGRATED SOFTWARE PROGRAM, SUCH AS QUICKBOOKS, TO PERFORM ANY MAINTENANCE FUNCTIONS.

GENERAL TROUBLESHOOTING TIPS

TimeTrax will not read the employee fingerprint(s): (TTBIO Only)

- Check that the employee finger is clean and free of excessive oils.
- Check that the employee finger is not too dry. Apply a light moisturizer.
- Check that the employee finger is not too moist. Wipe off with a clean, dry cloth.
- Check that the employee finger is positioned correctly on the sensor.
- Check that the employee is not using a finger different from the one that was registered.
- Check that the employee finger does not have a cut, burn, scrape or is otherwise different from the finger at enrollment. If it is, enroll a different finger (See To Change a Fingerprint section of this manual).
- Change the fingerprint registered to another one.
- The surface of the reader may need to be cleaned (See Care For The Fingerprint Reader section of this manual).
- Uninstall and reinstall software.

Missing fingerprints: (TTBIO Only)

It is possible when the TimeTrax software is not current with the information residing on the terminal, fingerprints may be deleted. If this situation occurs, whether from reinstalling the software, changing computers, etc… you will need to re-enroll the employee fingerprint following the instructions in the Employee Details Setup section of this manual.

Software is Acting in an Unexpected Manner

- Restart TimeTrax and see if that corrects the problem.
- Reboot your computer and re-launch TimeTrax.
- Make sure you meet the minimum system requirements listed in the MINIMUM SYSTEM REQUIREMENTS section of this manual.

Upgrade or Software Reinstallation Single Version User

- Close out of TimeTrax Software.
- Create a **"TimeTrax Backup"** folder on your desktop.
- Right-click on the Desktop and select → NEW → FOLDER.
- Name this folder DATA.
- Navigate to My Computer – C:\ Documents&Settings/AllUsers/Documents\Pyramid and locate the following 6 files:

Pyramid.mdb	**Pyrpolmd.mdb**
Pyrarchive.mdb	**Pyramid.ini**
Pyrexport.mdb	**Pyramid.bku**

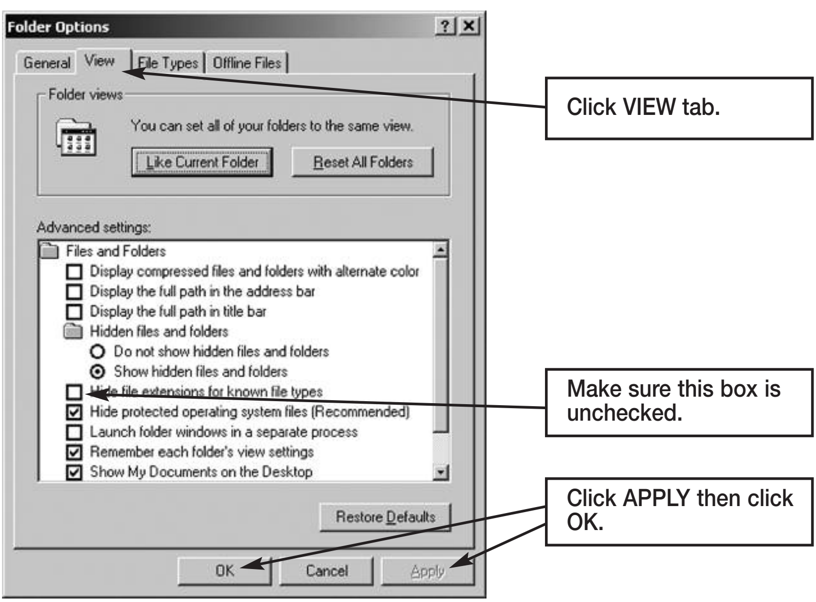
If you cannot see the file extensions, you may need to go to Tools, Folder Options, View and then make sure HIDE FILE EXTENSIONS FOR KNOWN FILE TYPES is unchecked. These are your database files and contain all of your information.

- Copy these files to the DATA folder on your desktop. To do this, select the first file and single left click so that it is highlighted, hold the CTRL key on your keyboard and select the other 5 files. Choose EDIT → COPY and close out. Open the DATA folder on your desktop and choose EDIT → PASTE.
  *It is very important that you have all 6 files in your DATA file before moving forward.
- Close all open windows. Navigate to Control Panel and select ADD/REMOVE PROGRAMS. Locate TIMETRAX on the list and choose REMOVE.
- Once the program is removed, navigate to My Computer – C:\ Documents&Settings/AllUsers/Documents(shared)\Pyramid\TimeTrax and delete the PYRAMID FOLDER.
- Insert the Disk provided (or download from the website) and proceed with the install following all instructions and default selections.
- Once the new software is installed, go to the folder on your desktop named DATA and choose EDIT → SELECT ALL → EDIT → COPY. *All 6 files should copy over.

- Navigate to My Computer – C:\ Documents&Settings/AllUsers/ Documents(shared)\Pyramid\TimeTrax and choose EDIT ➞ Paste into the TimeTrax folder. Choose YES TO ALL to replace the existing files.
- Open the TimeTrax software with your usual user name and password. All of your information will be there and the new version can be verified by Selecting HELP and then ABOUT TIMETRAX. from the menu bar. The version number should match the version number labeled on your CD.

Moving TimeTrax From One Computer to Another

- Reload your TimeTrax software as shown in the *Installing the Software* section of this manual. *Note: Please make sure that you are installing the same or later version that you are currently running.*
- You will need to copy the .mdb files and the pyramid.ini file from the TimeTrax folder located in C:\Documents&Settings/Document (share documents)\Pyramid directory.
  1. Right click on the START button of your desktop and select EXPLORE.
  2. Navigate to C:\Program Files\Pyramid\TimeTrax.
  3. From VIEW TAB, click DETAILS.
  4. From TOOLS TAB, click FOLDER OPTIONS.
  5. Select TYPE TO SORT by type of file.
  6. Select pyramid.ini and all .mdb files.
  7. Right-click and copy files.



For Non-Network PC users:

1. Right-click on your desktop.
2. Select NEW and FOLDER.
3. Open the folder, right-click and paste files.
4. Transfer files to the new computer.
5. Navigate to the TimeTrax directory and paste the files.

Examples of transfer methods are: email attachment (Pyramid does not recommend this method due to the size of the files), Zip Disk, or burn the files onto a CD or DVD.

Software Cannot Locate the Time Recorder – Serial / USB Version ONLY:

QuickBooks users, see page 20-36 for additional information.

Following is an example of one of the messages you may see in TimeTrax Bio:

STEP 1: Verify that the hardware is set up correctly.

- Pyramid TimeTrax units require a COM Port for connection.
- You must first attach the DB9 (included in shipment) to your PC.
- Check to see if the wider side with holes will connect into an available port on the PC.
- If it does, screw it in securely.
- Connect the 50′ flat cable (included in the shipment) to DB9 and connect the other end of the white Cat5 cable to the port in the back of the time clock.

Note: The 50′ flat cable should never connect directly to the computer. It should always connect to the DB9 and the DB9 should connect to the computer.

If the DB9 does not fit into a port on the computer, you will need a USB to RS232 adapter to connect the DB9 to your computer.

USB to RS232 adapter (PN 41685): For computers with only a USB port. *****Important** Make sure that the TimeTrax software is installed prior to connecting the TimeTrax unit to the PC.*** Connect the 50′ RJ45 cable (fig. D) to the RJ45/DB9 adapter (fig. B) and then connect the RS232/USB adapter (fig. C) to the back of your PC (fig. A).

STEP II: Test that Windows, COM Port and DB9 are working properly.

- If the hardware is setup correctly, you will need to connect the loop-back plug included in the shipment to the DB9 that is plugged into your computer.
- Click the Reconnect Button on your screen.
- If the loop-back plug is found, it indicates that Windows, the COM Port and the adapter are working properly.

IIa: Test that the Cable is working properly.

- Unplug the 50′ RJ45 flat cable or Ethernet cable from the TimeTrax unit and from the back of the PC.
- Plug them both back in, in the reverse order.
- If this still does not work, replace cable.

IIb: If the LCD displays time and date, test the Time Clock.

- Unplug the unit and letting it sit for a few minutes, then plug it back into the wall socket.

Step III: Loop-Back Plug Not Found

- If the loop-back plug is not found, try connecting a USB to RS232 adapter (Pyramid P/N 41685) into the PC and then connecting the DB9 to the USB adapter.
- If this still does not work, it may be necessary to contact your computer support personnel.

Software Cannot Locate Time Recorder – Ethernet Version Only

An enabled DHCP Server on the network is ***required*** for an Ethernet terminal to receive an IP address to make a connection to the software.

Verify that the terminal reads "**DHCP Server Found**" and an IP address has been received by unplugging ther terminal and plugging it back in to reset it. The terminal will go t hrough a DHCP negotiation that will confirm the IP address assigned to the terminal. If "**No DHCP FOUND**" appears on the LCD:

- You do not have a DHCP server on your network. A DHCP server is required for the Pyramid Ethernet terminals to function.
- Your DCHP server is not enabled. See your IT/Administrator to enable the DHCP server.
- Directly connect the Pyramid TimeTrax to the Ethernet port on back of your PC and reboot your computer. If problem persists, replace the Ethernet cable provided with another Ethernet cable and reboot your PC before opening the software. If you still cannot get a connection, contact Pyramid Technologies Customer Support at 888-4Pyramid and select option 1.
- If the software ***can*** make a connection, the problem is in your network. Please check the following:
  - Ethernet Switch/Hub or Router Prot is not functioning correctly or not turned on. Connect the Ethernet cable to another open port or see your IT/Administrator for assistance in opening the port on the device.
  - Disable or upgrade Firewall if: device can be pinged but no connection found or was working and recently lost the connection.

Inserting A Static IP Address On Ethernet Clocks Only

Pyramid offers the option of inputting the IP address given to the terminal by the DHCP server into the software.

You can locate the IP address by unplugging the terminal and plug it back in to reset it. The terminal will go through a DHCP negotiation that will display the IP address assigned to the terminal. Please make note of IP address displayed.

Open TimeTrax Software.
Click on:
< File
< Show More Menus
< Setup
< Static IP Address

Enter IP address into IP address field in the ADD/MODIFY section at the bottom of the page. Click ADD, SAVE and EXIT. Close out of the TimeTrax software and reboot your PC.

Laptop Connections

Pyramid Technologies does not recommend the use of a laptop for our Ethernet product due to the multiple Ethernet Network Card Links in the laptop that makes the connection difficult to establish.

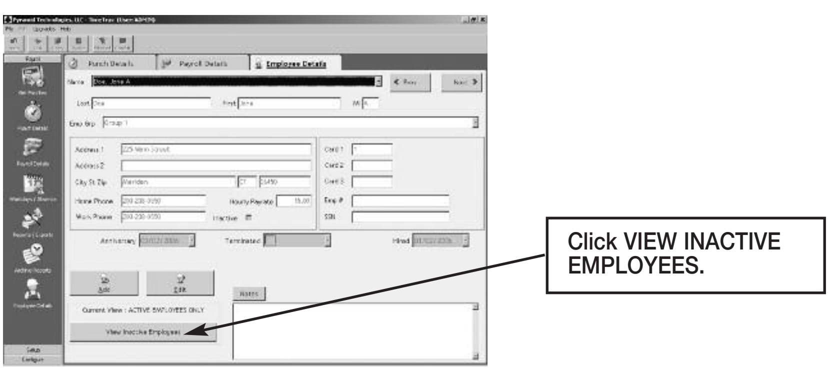
Restoring Database

- Reload your TimeTrax Software as shown in the *Installing the Software* section of this manual (See page 6). *Note: Please make sure that you are installing the same version that you are currently running.*
- If you have AUTOMATIC BACKUP activated, go to CONFIGURE TAB on the VERTICAL ICON BAR and Click on AUTOMATIC BACKUP.

- This will restore all data from the last backup. If you have punches in the TimeTrax unit that have not been downloaded, download them as described in the PAYROLL TAB, GET PUNCHES SECTION of this manual.
- If you do not have a backup, you will need to reinstall your software and go thru the entire setup process beginning with the TimeTrax Setup Wizard.
- Once this is completed, you must perform an EMERGENCY PUNCH DOWNLOAD as described in the following section.

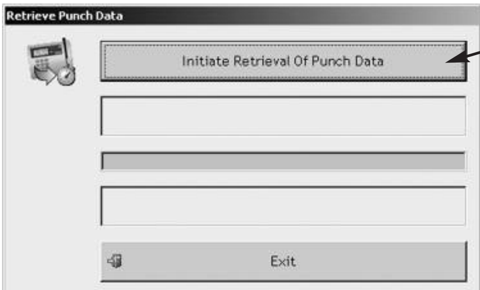
Emergency Punch Download

- In the event of a catastrophic database failure due to damage from viruses, hard drive crash, etc . . . you can retrieve the last 4,000 punches by initiating an EMERGENCY PUNCH DOWNLOAD.
- Before you attempt to do this, please note that if you have any inactive employees contained in the last 4,000 punches, you will need to go to the EMPLOYEE DETAILS ICON on the PAYROLL TAB on the VERTICAL ICON BAR and click on the VIEW INACTIVE EMPLOYEES TAB so those punches will not come through as unassigned.
- If you re-assigned a card number to a new employee, all punches from both the previous and new employee will go to the card number. You will need to manually review the duplicate card number and determine which punches should be deleted. Pyramid does not recommend reusing a card number for at least 3 pay periods.

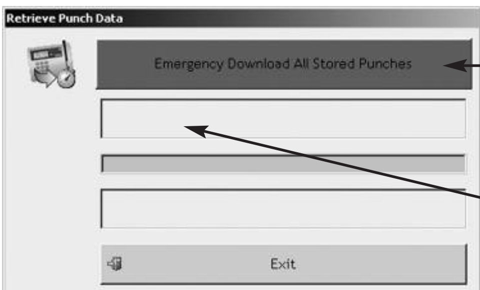


For each employee, go to edit button and uncheck the INACTIVE check box located under HOURLY PAY RATE.

From the PAYROLL ICON on the VERTICAL ICON BAR, click GET PUNCHES.



Press the F12 key on your keyboard and the screen below will appear.



Click EMERGENCY DOWNLOAD ALL STORED PUNCHES.

Once the emergency download is complete, make sure you go back and make the employees that you activated, inactive again. Click HIDE THE INACTIVE EMPLOYEES Tab.

Note: Pyramid highly recommends the use of surge protectors to prevent data loss. In the event that you are in an area where power surges are common, Pyramid recommends the use of a battery backup system.

In the event that you cannot recapture your data using these methods, please contact Pyramid for additional support.

Error 1609 U.S.A. Home Editions of XP or VISTA

***Error 1609:* An error occurred while applying security settings. Power Users is not a valid user or group. This could be a problem with the package, or a problem connecting to a domain controller on the network. Check your network connection and click Retry or Cancel**

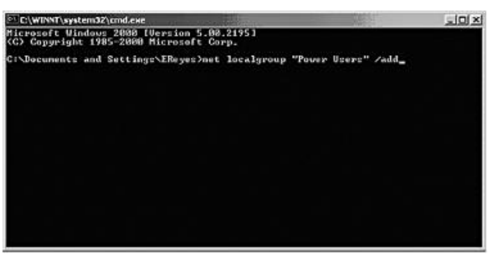
This error will occur if you are using the U.S.A. HOME EDITION of either Windows XP or Windows Vista.

TimeTrax Installer Information	**X**

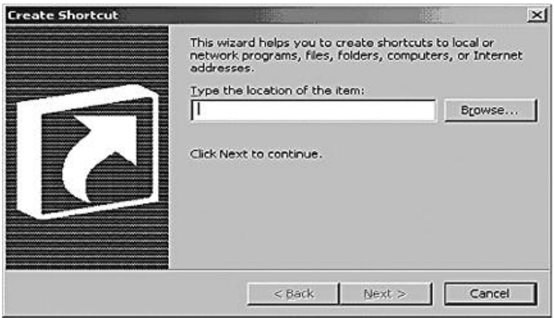
Error 1609. An Error occured while applying security settings. Power Users is not a valid user or group. This Could be a problem with the package, or a problem connecting to a domain controller on the network. Check your network connection and click Retry, or Cancel.

XP Home

In a Command Shell (Start-->Run-->cmd-->OK) type: net localgroup "Power Users" /add hit ENTER. Once it states command completed successfully, open the software again and you will be fine.

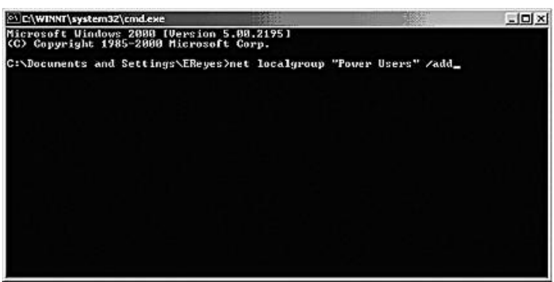


VISTA Home
Right click on desktop and select NEW and then SHORTCUT:



Select NEXT and FINISH. Vista will create an icon on your desktop. Right click and Run as Administrator.

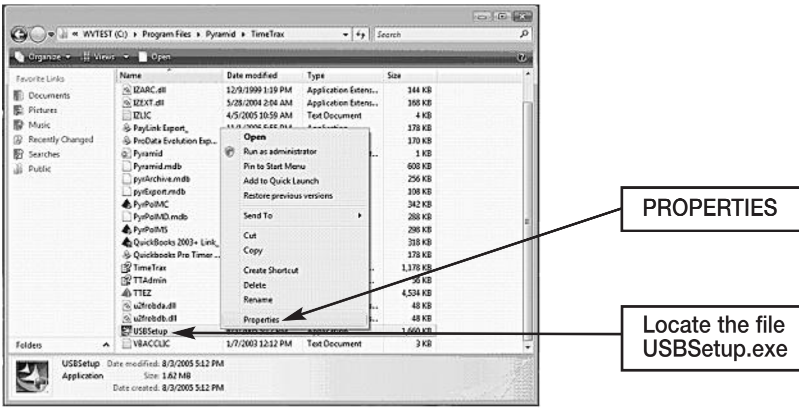
When you get the box below, type: NET LOCALGROUP “POWER USERS”/ADD. Once it states command completed successfully, open the software again and you will be fine.



VISTA and USB Adapter Driver – Serial/USB Version ONLY:

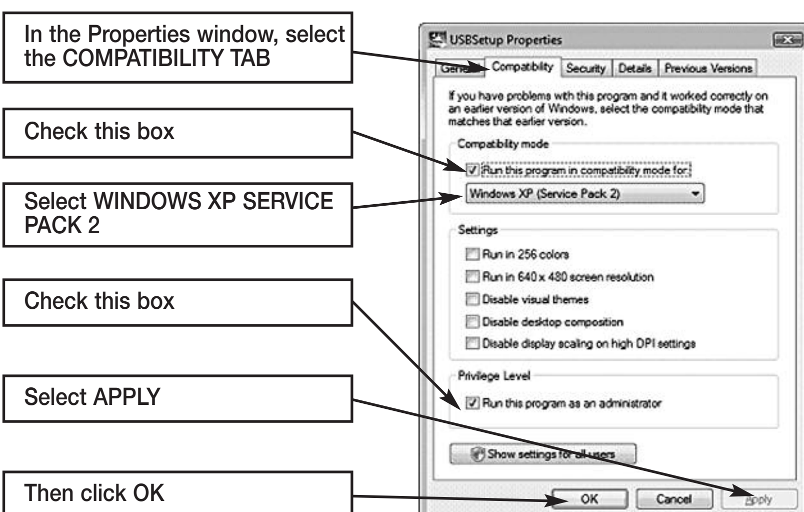
TimeTrax install CD includes a Driver for the USB adapter. If you are running VISTA and receive a message that the software CANNOT FIND THE DEVICE DRIVER, you will need to follow the instructions below:

Disconnect the USB adapter from your computer. Navigate to C:\Program Files\Pyramid\TimeTrax.

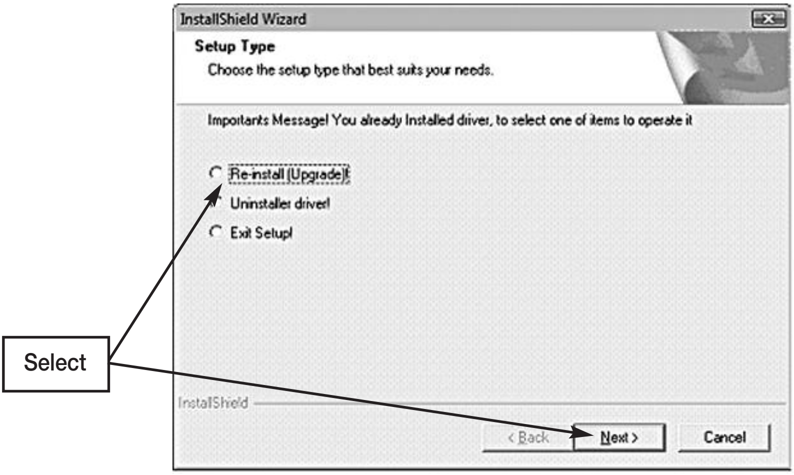


Locate the file USBSetup (USBSetup.exe). Click on it with the Right Mouse button, and select PROPERTIES from the pop-up menu.

Double-click the USBSetup program to run; allow it to run as an administrator.



VISTA and USB Adapter Driver – Serial/USB Version ONLY:



Select RE-INSTALL (UPGRADE), then Next to allow the USB-to-Serial device installer program to perform the installation. When it is finished, select FINISH and reboot your computer.

After rebooting the computer, log into TimeTrax software and plug in the USB adapter. Your computer should install the device driver. When installation succeeds, an alert balloon should appear in the lower right corner of the screen.

Note: If you are still unable to connect, go to http://pyramidtechnologies.com/technicalsupport/downloads and select USB Driver Update.

QuickBooks 2007 Integration – Serial/USB Version ONLY:

The new QuickBooks 2007 upgrade contains a PDF Converter that utilizes a virtual port that masks itself as a COM port (COM1). This may interrupt communications with time and attendance system, since we use your PC's COM1 to communicate with our serial time recorders.

Error Message:
Communications Failure – Computer cannot locate Time Recorder

Resolutions:

1. Connect USB Adapter: Attach RJ45/DB9 adapter to a RS232/USB adapter and then connect the RS232 to your PC.
2. Re-assign the QuickBooks PDF Converter to a new port by following the instructions below:
   - Select the Windows Start button
   - XP USERS: Select Printers and Faxes
     Win2000 USERS: Select Settings and then Printers
   - Right click on QuickBooks PDF Converter and select Properties from the drop down menu.
   - Select the Ports tab
   - Choose a Port, other than COM1, that is not in use and click OK.

QuickBooks 2003+ Link Failure

The new QuickBooks 2007 upgrade also moves the location of the company file from the Application Folder to a special folder located in the Shared Documents folder. For customers upgrading from an earlier edition of QuickBooks, you will need to correct the path in the software. To do this, follow the instructions below:

- Open the Pyramid time and attendance software.
- Select the Reports/Export tab
- Under Export Specification, Select QuickBooks 2003+ link from the dropdown box
- Select Setup Export tab
- Select Browse in the QB Company File Name box and double click on QuickBooks Company File.

WARRANTY INFORMATION

REGISTERING TIMETRAX
Please be sure to complete the product registration form online at www.ptitime.com to activate your **Technical Support/Hardware Warranty**.

RETURNS
Returns on non-defective equipment can be made within 30-days of purchase for a full refund after inspection. Returns on non-defective equipment made after 30-days, but within 60-days of shipping will be accepted after inspection and are subject to a 15% restocking fee. Returns after 60-days will not be accepted.

LIMITED HARDWARE WARRANTY

- Pyramid warrants the TimeTrax equipment to the original user against defective material or workmanship for a period of 1-year from the date of purchase. Proof of date of purchase is required for warranty service on this product.
- Pyramid's responsibility under this warranty is limited to the repair or replacement of the defective part or parts, and repair or replacement is the sole discretion of Pyramid.
- For Return Shipments to Pyramid, the product must be shipped in its original carton or equivalent, fully insured with shipping charges prepaid. Pyramid will not assume any responsibility for loss or damage incurred in shipping.
- Pyramid reserves the right to determine whether the parts failed because of defective material, workmanship, or other causes.
- Failure caused by accident, alteration, misuse or improper packaging of returned unit is not covered by this warranty.
- Any repair to the equipment other than by Pyramid voids the warranty.
- Users in countries other than the USA should contact the Dealer from whom the unit was purchased.
- The rights under this warranty are limited to the original user and may not be transferred to subsequent users.

LIMITED SOFTWARE TECHNICAL SUPPORT
Pyramid warrants the software and provides technical support assistance for a period of 90-days from the date of purchase. Extended warranties/technical support contracts can be purchased separately through Pyramid. Call Customer Support at 888-479-7264 for more information.

Register Online

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Pyramid Technologies Technical Support Plan

Pyramid Technologies, LLC ("Pyramid") and the Company ("Customer") ordering the Pyramid Technical Support Plan ("Technical Support Plan") hereby agree that the following terms and conditions shall govern the delivery of support services by Pyramid to Customer under the Technical Support Plan, with respect to the applicable registered Pyramid products. Ordering the Technical Support Plan indicates Customer's acceptance of the terms and conditions contained in this Service Agreement. This Technical Support Plan is effective upon receipt of payment by Pyramid ("Commencement Date").

SERVICES:

Pyramid will provide customer support Monday through Friday. With the purchase of a Pyramid Time and Attendance system, you receive 90 days of free support services from the date of purchase. Proof of Purchase may be required. Thereafter, you must be in a valid contract to receive support services. You may purchase a 12-month renewal plan by contacting Pyramid Technologies toll free at 888-479-7264 or emailing *custsvc@pti.cc*. Renewal plans include a copy of the current version of software.

RESTRICTIONS:

Pyramid may limit or terminate the support services being provided to any Customer who uses the support services in an abusive or fraudulent manner, as determined by Pyramid in its reasonable discretion. Examples of such use include, but are not limited to: willful misrepresentation of answers to troubleshooting questions, a high number of calls that concern previously resolved issues, repeated posing of questions to which the answer is readily found in the documentation, and discussion of issues that are not related to technical support. Pyramid reserves the right to limit each call to a reasonable length of time under the circumstances, not to exceed one hour. Pyramid may require access to the Customer's computer over the Internet or may require the transmission of data files from the Customer's Pyramid software to resolve the Customer's support issue. Refusal to provide this access or information to Pyramid, or inability to do so due to lack of Internet access or a dial-up connection may limit or terminate the support service being provided.

EXCLUSIONS:

Pyramid shall not be required to provide any support services relating to problems or issues arising out of or from Customer's use of the products A) In a manner for which they were not designed; B) Damage to the media on which the products are provided, or technical problems residing on the computer on which the products are installed; C) Customer's negligence, misuse, or modification of the products or versions of the products other than the most recent version.

Technical Support Plan Continued

TERM AND TERMINATION:

This Support Plan shall have a term of one year from the Commencement Date. The Support Plan shall terminate immediately upon nonpayment of the fees for the Support Services ordered. Pyramid reserves the right to cancel this Support Plan at any time or change the fees, terms, conditions, support features, procedures, pricing and support availability upon thirty (30) days notice.

WARRANTY AND DISCLAIMER:

Pyramid will use reasonable effort to provide support services under this Support Plan in a professional manner, but Pyramid cannot guarantee that every problem/question raised by Customer will be resolved. Nothing in this Support Plan shall be construed to guarantee that any question or problem will be answered or resolved in a specific time-frame. Nothing in this Support Plan shall be construed as expanding or adding to the warranty for the products set forth in the End User License Agreement that accompanies such products. Pyramid specifically disclaims any implied warranty of merchantability or fitness for a particular purpose.

LIMITATION OF LIABILITY:

Pyramid's liability under this Support Plan is limited to the amounts paid by Customer for the Support Plan ordered by the Customer. In no event shall Pyramid have any liability for any special, punitive, indirect, or conse quential damages, including, without limitation: damages for lost profits, loss of data, costs of procurement of substitute goods or services, loss of use of equipment or facilities, or interruption of business arising in any way out of this service agreement under any theory of liability, whether or not Pyramid has been advised of the possibility of such damages. These limitations shall apply not withstanding the failure of the essential purpose of any limited remedy.

GENERAL:

Customer may not transfer this Support Plan. This Support Plan supercedes all other written and oral proposals, purchase orders, prior agreements, and other communications between Customer and Pyramid concerning the subject matter of this Support Plan, and constitutes the entire agreement between Pyramid and Customer regarding provision of the Support Plan. This Support Plan shall be governed by the laws of the State of Connecticut without reference to conflict of law principles. The state and federal courts located in New Haven County, Connecticut, shall have exclusive jurisdiction over all disputes relating to this Support Plan.

Pyramid
Time Keeping Made Simple